

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

SITE AND BLDG #: **Rockville MD021**

[Signature]

DATE: 7/15/22

LOCATION/RM #: various WO# 18364

START TIME: 7:15

FINISH TIME: 2:20

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS <small>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</small>
		YES	NO	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check, clean, and/or replace filters as required.			
2	Initial and Date Filter (if disposable)			
3	Initial and Date Yellow Maintenance Tag (if applicable)			
ASSET #	SIZE	QTY		NOTES/ ACTIONS
2098	Record Size : unit not in use			
2099	unit not in use			
2101	1) 16x25x2	1		
	1) 16x20x2	1		
2108	Removed and clened filter.			
	NOTE : Any AHU with outside air -Filter gets replaced Quarterly			
	All other filters get replaced annually But inspected Quarterly			

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: General Maintenance Technician

Additional Notes: