

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

SITE AND BLDG #: VA050-01

MECHANIC

SIGNATURE: Richard Walker

DATE: 2.24.2021

LOCATION/RM #: Mechanical Room
kitchen adjacent gym
above ceiling

WO# 13487, 13493,

START TIME:

9 am

FINISH TIME:

SPM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		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
	Record Size :			
2344	20x25x2	6		
2345	20x25x2(4) 16x25x2(2)	6		
3Y190	20x20x1	1		
3Y191	16x25x1	1		
	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: