

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FILTER REPLACEMENT**

**SITE AND BLDG #:** VA048-01

**MECHANIC  
SIGNATURE:** *Richard Walker*

**DATE:** 3/3/21

**LOCATION/RM #:** bathrooms, corridor offices **WO#** 13668, 13768,

**START TIME:** 9am **FINISH TIME:** 5:30pm

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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 :			
2299		0	condenser has no filter	
2300		0	condenser has no filter	
2294	washable	1		
2295	washable	1		
2296	washable	1		
2297	washable	1		
2298	washable	1		
3y267	washable	1		
3y268	washable	1		
<b>NOTE : Any AHU with outside air -Filter gets replaced Quarterly</b>				
<b>All other filters get replaced annually But inspected Quarterly</b>				

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:**