

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

**SITE AND BLDG #:** VA701-01

**MECHANIC  
SIGNATURE:** *Richard Walker*

**DATE:** 4/1/21

**LOCATION/RM #:** kitchen **WO#** 13674

**START TIME:** 9am **FINISH TIME:** 5:00pm

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 :						
3y109	washable	1				
3y110	washable	1				
3y263	washable	1				
3y264	washable	1				
3y268	20x20x2 <i>24368</i>	6				
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:**