

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

SITE AND BLDG #: VA048-02

MECHANIC
SIGNATURE: Richard Walker

DATE: 3/17/21

LOCATION/RM #: server, office **WO#** 13679

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	
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 :			
3y272	washable	1		
3y273	washable	1		
3y274	washable	1		
3y299	washable	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: