

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FILTER REPLACEMENT

SITE AND BLDG #: VA701MECHANIC
SIGNATURE: DATE: 06-23-21LOCATION/RM #: WO# 14209START TIME: 0900FINISH TIME: 1630

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 :			
3Y109	1-10x20x1			
3Y110				
3Y263				
3Y264				
3Y368	6-18x24x2			
	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: