

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FILTER REPLACEMENT

SITE AND BLDG #: WV002-01

MECHANIC
SIGNATURE:

DATE: 8-14-19

LOCATION/RM #: WO# 10201

START TIME: 10 AM

FINISH TIME: 11 AM

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	
3066	20x25x2	4		

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



AHU #2

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Please add air handler #2
and drill hall air handler
to inventory.

AHU #2 changed (4) 20x25x2

Drill Hall AHU - changed (4) 20x20x2
(2) 25x25x2