

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### Filter Replacement

SITE AND BLDG: WV005-01

MECHANIC  
SIGNATURE: *Quincy Bird*

DATE: 5-15-19

LOCATION/RM #:

START TIME: 7:45 AM

FINISH TIME: 9:45 AM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV005-01	8486	3044	FQ-3044	<i>Reznor</i>	SCE150-6	AVF66M4N40074TE	J-1502000-04 1-pc Air Handler   Quarterly Filter PM	
WV005-01	8486	3401	FQ-3044	<i>American Standard</i>	<i>TUD140C 960H5</i>	<i>N475PKC 1G</i>	J-1502000-06 1-pc Furnace   Quarterly Filter PM	<i>Mech RM</i>

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 both internal and external filters as necessary.	✓		
2	Label and Date Filter	✓		
3	Did all High Asset Filters get Changed	✓		
Qty	Size			NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
6	20 x 25 x 1	✓		

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: GMW **Additional Notes:**

*Asset # 3044 - Disconnected from ductwork, gas line, etc.  
Not in use. Been replaced by  
Daikin Systems.*

