

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

SITE AND BLDG #: WV006-01

MECHANIC  
SIGNATURE:

DATE: 8.19.19

LOCATION/RM #: WO# 10175

START TIME: 8:45AM

FINISH TIME: 11AM

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	
3002	17 1/2 x 17 1/2	6	Media Filters	
3003	17 7/8 x 17 1/2	6	Media Filters	
3004	Washable			
3005	Washable			
3202	16 x 25 x 2	4		
3203	25 x 25 x 2-1/4	20 x 20 x 2-1/4		
3204	25 x 25 x 2-1/4	20 x 20 x 2-1/4		

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

Additional Notes:



New Unit  
Rooftop -  
Weight room -  
Changed 4  
16 x 25 x 2

