

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## Filter Replacement

MECHANIC  
SIGNATURE:

Andy Bird

DATE:

3/4-19

START TIME:

10AM

FINISH TIME:

2PM

SITE AND BLDG #: WV006-01

LOCATION/RM #:

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV006-01	7943	4714		Reem	RKKB-A12 OCL22E	2D6335A DAAF30041683	J-1502000-10 1-pc Rooftop Package Unit, GAS HV-2   Filter DecMarJunSep	Roof
WV006-01	7943	4715		Reem	RKKB-A12 OCL22E	2D6335A DAAF250408937	J-1502000-10 1-pc Rooftop Package Unit, GAS HV-1   Filter DecMarJunSep	Roof
WV006-02	7930	4689		Reznor	RG250	EBFA66 KINDO	J-1502000-10 1-pc Make-Up Air Unit, Gas Fired MUA-3   Filter DecMarJunSep	AMSA Roof
WV006-02	7930	4690		Reznor	RG250	842MN3	J-1502000-10 1-pc Make-Up Air Unit, Gas Fired MUA-4   Filter DecMarJunSep	AMSA Roof
WV006-02	7930	5164					J-1502000-15 1-pc Mini Split AC-4   Filter DecMarJunSep	AMSA Roof

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)
4	16x25x2	✓		
12	17½x 17½ cut to fit filters	✓		
4	20x25x2	✓		
2	25x25x2	✓		

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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:**

