

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## Filter Replacement

SITE AND BLDG #: WV006-01

MECHANIC  
SIGNATURE

DATE: 3/4/19

LOCATION/RM #:

START TIME: 10AM

FINISH TIME: 2PM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV006-01	7943	4714		Rheem	RKB-A12 OCL22E	2D6335A DAAF30041683	J-1502000-10 1-pc Rooftop Package Unit, GAS HV-2   Filter DecMarJunSep	ROOF
WV006-01	7943	4715		Rheem	RKB-A12 OCL22E	2D6335A DAAF250408937	J-1502000-10 1-pc Rooftop Package Unit, GAS HV-1   Filter DecMarJunSep	ROOF
WV006-02	7930	4689		Reznor	RG250	EBEAB6 K1N00	J-1502000-10 1-pc Make-Up Air Unit, Gas Fired MUA-3   Filter DecMarJunSep	AMSA ROOF
WV006-02	7930	4690		Reznor	RG250	KIN00 8452MN3	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	16 x 25 x 2	✓		
12	17 1/2 x 17 1/2 cut to fit filters	✓		
4	20 x 25 x 2	✓		
2	25 x 25 x 2	✓		

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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:**

