

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
Filter Replacement

SITE AND BLDG: WV006-01

**MECHANIC
SIGNATURE:**

Andy Bird

DATE:

5-20-19

LOCATION/RM #:

START TIME:

0830

FINISH TIME:

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV006-01	8471	3002	FQ-3002	<i>Trane</i>	<i>4YTK1612A 10N0AA</i>	<i>170706 300x</i>	J-1502000-04 1-pc AC Unit AC-1 Quarterly Filter PM	
WV006-01	8471	3003	FQ-3002				J-1502000-04 1-pc AC Unit AC-2 Quarterly Filter PM	
WV006-01	8471	3004	FQ-3002		MW24C3F	LHBC 01 929	J-1502000-04 1-pc AC Unit R 115 Quarterly Filter PM	
WV006-01	8471	3005	FQ-3002	<i>Emi</i>	EMI	<i>GD15266</i>	J-1502000-04 1-pc AC Unit, ArmsVault AC-3 Quarterly Filter PM	<i>Arms Vault</i>
WV006-01	8471	3202	FQ-3002	<i>Ricem</i>	RKKB-A120CL22E	2D6335ADAAF 300416483	J-1502000-04 1-pc Air Unit, Rooftop AC-1 Quarterly Filter PM	<i>Roof</i>
WV006-01	8471	3203	FQ-3002	<i>Ricem</i>	RKKB-A120CL22E	2D6335ADAAF 250408937	J-1502000-04 1-pc Air Unit, Rooftop AC-2 Quarterly Filter PM	<i>Roof</i>
WV006-01	8471	3204	FQ-3002	<i>Trane</i>	<i>YHC 047E3 RLA0NCG</i>	<i>173110 447L</i>	J-1502000-04 1-pc Air Unit, Rooftop HV2 Quarterly Filter PM	<i>Roof</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)
4	20x25x2	✓		
12	17 1/2 x 17 1/2 x 1 media	✓		

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:**

