


PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FILTER REPLACEMENT

SITE AND BLDG #: WV010-01	MECHANIC SIGNATURE: James R Groft Jr	DATE: 02/14/2025
LOCATION/RM #:	WO# 17691	START TIME:
FINISH TIME:		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS <small>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</small>
		YES	NO	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check, clean, and/or replace filters as required.	x		
2	Initial and Date Filter (if disposable)	x		
3	Initial and Date Yellow Maintenance Tag (if applicable)	x		
ASSET #	SIZE	QTY		NOTES/ ACTIONS
	Record Size : 16x20x2			
				
	NOTE : Any AHU with outside air -Filter gets replaced Quarterly			
	All other filters get replaced annually But inspected Quarterly			

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: