

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

Filter Replacement

SITE AND BLDG: WV020-01

MECHANIC
SIGNATURE:

DATE:

LOCATION/RM #:

START TIME:

FINISH TIME:

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV020-01	8524	3160	FQ-3160				J-1502000-04 1-pc Air Handler, With AHU-1 Quarterly Filter PM	
WV020-01	8524	3167	FQ-3160				J-1502000-04 1-pc Air Handler, With Chilled Water AHU-1(Module 2) Quarterly Filter PM	
WV020-01	8524	3168	FQ-3160				J-1502000-04 1-pc Air Handler, With Chilled Water AHU-1(Module 4) Quarterly Filter PM	
WV020-01	8524	3171	FQ-3160				J-1502000-04 1-pc Air Handler, With Chilled Water AHU-2(Module 1) Quarterly Filter PM	
WV020-01	8524	3173	FQ-3160				J-1502000-04 1-pc Air Handler, With Chilled Water AHU-2(Module 3) Quarterly Filter PM	
WV020-01	8524	3178	FQ-3160				J-1502000-04 1-pc Air Handler, With Chilled Water AHU-1(Module 3) Quarterly Filter PM	
WV020-01	8524	3179	FQ-3160				J-1502000-04 1-pc Air Handler, With Chilled Water AHU-2(Module 4) Quarterly Filter PM	
WV020-01	8524	3198	FQ-3160				J-1502000-04 1-pc Air Unit, Outdoor AHU Quarterly Filter PM	
WV020-01	8524	3199	FQ-3160				J-1502000-04 1-pc Air Unit, Outdoor AHU Quarterly Filter PM	

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Label and Date Filter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Did all High Asset Filters get Changed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Qty	Size			NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
2	16x25x4			
2	20x26x4			
1	(2.5x2.5x1)			
2	10x25x4			

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:**

