

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FILTER REPLACEMENT**

**SITE AND BLDG #:** WV020-01

**MECHANIC SIGNATURE:** *Ruth and AB* **DATE:** May 4, 2023

**LOCATION/RM #:** WO# 12683

**START TIME:** **FINISH TIME:**

| CHECK POINT                                       | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)   |
|---|--|---------------|----|---|
|   |  | YES           | NO |   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |  |               |    |   |
| 1   | Check, clean, and/or replace filters as required.                      | ●             |    |   |
| 2   | Initial and Date Filter (if disposable)                                | ●             |    |   |
| 3   | Initial and Date Yellow Maintenance Tag (if applicable)                | ●             |    |   |
| ASSET #   | SIZE   | QTY           |    | NOTES/ ACTIONS  |
|   | Record Size :  |               |    |   |
| 3160  | 20x25x4  | 2             |    |     |
|   | 16x25x4  | 1             |    |   |
| 3167  | 20x25x4  | 2             |    |   |
|   | 16x25x4  | 1             |    |   |
|   |  |               |    |   |
|   |  |               |    |   |
|   |  |               |    |   |
|   |  |               |    |   |
|   |  |               |    |   |
|   |  |               |    |   |
|   | <b>NOTE : Any AHU with outside air -Filter gets replaced Quarterly</b> |               |    |   |
|   | <b>All other filters get replaced annually But inspected Quarterly</b> |               |    |   |
|   |  |               |    |   |

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:**