

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FILTER REPLACEMENT

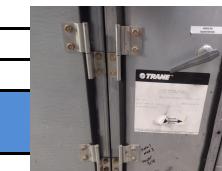
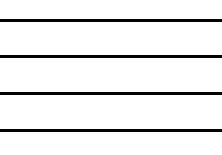
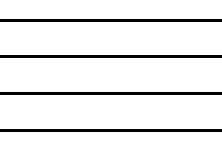
SITE AND BLDG #: WV020-01MECHANIC
SIGNATURE: 

DATE: Nov 6, 2023

LOCATION/RM #: WO# 14213

START TIME:

FINISH TIME:

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 filters as required.	●				
2	Initial and Date Filter (if disposable)	●				
3	Initial and Date Yellow Maintenance Tag (if applicable)	●				
ASSET #	SIZE	QTY				
	Record Size :					
3160						
3167	20x25x4	3				
3168	16x25x4	3				
3171						
3173						
3178						
3179						
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: