

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## Filter Replacement

SITE AND BLDG #: WV024-01

MECHANIC  
SIGNATURE:

DATE: 3-4-19

LOCATION/RM #:

START TIME: 12PM

FINISH TIME: 3PM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV024-01	7957	5091		American Standard	PTEC0901 GAA	A96H2 0006	J-1502000-15 1-pc Mini Split   Filter DecMarJunSep	
WV024-02	7896	4651		American Standard	PTEC0901 GAA	A96H2 0009	J-1502000-09 1-pc Packaged Terminal AC   Filter DecMarJunSep	Rm 203

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)
1	Washable filter	✓		Cleaned washable filters and
1	Washable filter	✓		reinstalled filters!

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:



Removed case and  
cleaned fan blades  
and wiped case.