

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**Filter Replacement**

**SITE AND BLDG: WV024-01**

**MECHANIC  
SIGNATURE:**

**DATE:**

**LOCATION/RM #:**

**START TIME:**

**FINISH TIME:**

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV024-01	8528	3193	FQ-3193		REMQ72PATJ	A000295	J-1502000-04 1-pc Air Unit, Outdoor   Quarterly Filter PM	
WV024-01	8528	3194	FQ-3193		REMQ72PATJ	A000298	J-1502000-04 1-pc Air Unit, Outdoor   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.	X		
2	Label and Date Filter	X		
3	Did all High Asset Filters get Changed	X		
Qty	Size			NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)

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:**



Note: none of the filters on the site are dirty. Hvac is not in operation due to faulty refrigerant lines being ran throughout the building causing multiple referagant leaks. AFOS is aware of these issues.