

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

Filter Replacement

SITE AND BLDG: WV024-02

**MECHANIC
SIGNATURE:**

Andy B **DATE:** 6-7-19

LOCATION/RM #:

START TIME: 8:30AM

FINISH TIME: 9:15AM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV024-02	8504	3095	FQ-3095	Trane	AA1DPA	A96K44611	J-1502000-04 1-pc Air Handler AHU Quarterly Filter PM	Bay 1
WV024-02	8504	3096	FQ-3095	Trane			J-1502000-04 1-pc Air Handler AHU Quarterly Filter PM	Bay 2

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)

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:**

*No filter found to be in unit or
Needed.*

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