

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

Filter Replacement

SITE AND BLDG: WV029-01

LOCATION/RM #:

MECHANIC
SIGNATURE:

Andy Bie

DATE: 5-21-19

START TIME: 11:15 AM FINISH TIME: 12 PM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV029-01	8491	3051	FQ-3051	Trane	MCCA003MAD0B0 BOBBOAC000000	K94A06497	J-1502000-04 1-pc Air Handler Quarterly Filter PM	
WV029-01	8491	3052	FQ-3051	Trane			J-1502000-04 1-pc Air Handler 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.	✓		
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)
10	16x20x2	✓		
4	16x25x2	✓		

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:



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