

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### Filter Replacement

MECHANIC *Andy Bird* 5-22-19

8503 3094 FQ-3094

SITE AND BLDG: WV031-01

WV031-01

8503 3116 FQ-3094

SIGNATURE:

DATE:

LOCATION/RM #:

START TIME: *2*

FINISH TIME: *3PM*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV031-01	8503	3094	FQ-3094	<i>McQuay</i>			J-1502000-04 1-pc Air Handler AH-1   Quarterly Filter PM	<i>Mech Room</i>
WV031-01	8503	3116	FQ-3094	<i>McQuay</i>			J-1502000-04 1-pc Air Handler AHU2   Quarterly Filter PM	<i>Drill Hall</i>

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)
3	16x20x2	✓		
1	20x25x2	✓		

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:**



BK