

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## Filter Replacement

MECHANIC

Andy Bird

8503 3094

FQ-3094

5-22-19

SITE AND BLDG: WV031-01

WV031-01

8503 3116 FQ-3094

SIGNATURE:

DATE:

START TIME: 2

FINISH TIME: 3PM

LOCATION/RM #:

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

| CHECK POINT                                | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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<br>(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:**

