

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

Filter Replacement

SITE AND BLDG #: WV031-02

MECHANIC

SIGNATURE: Patrick Davis

DATE: 13 March 2019

LOCATION/RM #: Room 102 / Motor Pool

START TIME: 2:00

FINISH TIME: 3:30

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV031-01	7904	4659		American Air Filter	N/A	N/A	J-1502000-09 1-pc Packaged Terminal AC Package 2 Filter DecMarJunSep	102
WV031-01	7904	5167		Comfort Aire	SMA12SA-0	N/A	J-1502000-15 1-pc Mini Split cap 12,000Btu/hr Filter DecMarJunSep	102
WV031-02	7906	4660		N/A	N/A	N/A	J-1502000-09 1-pc Packaged Terminal AC PACT Filter DecMarJunSep	Motor Pool
WV031-02	7906	5097		Friedrich			J-1502000-15 1-pc Mini Split Filter DecMarJunSep	Motor Pool

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:**

* Asset # 4659 needs Corrective Measures:

A) Blower Motor won't work.

B) Missing Air Filter.

