

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## Filter Replacement

SITE AND BLDG #: WV035-01

MECHANIC  
SIGNATURE

DATE: 3-18-19

LOCATION/RM #:

START TIME: 8AM

FINISH TIME: 12PM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV035-01	7876	4635		Anana	PTC123 355JR	9412 10604b	J-1502000-09 1-pc Packaged Terminal AC   Filter DecMarJunSep	Rm 100
WV035-01	7876	4636		Anana	11	9412 106064	J-1502000-09 1-pc Packaged Terminal AC   Filter DecMarJunSep	Rm 131
WV035-01	7876	4637		Anana	11	9412 10604s	J-1502000-09 1-pc Packaged Terminal AC   Filter DecMarJunSep	Admin Support
WV035-02	7920	4682		Anana	11	9412 106043	J-1502000-09 3-pc Packaged Terminal AC   Filter DecMarJunSep	Rm 101

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)
6	12" x 32" Cut to size	✓		
6	20" x 25" x 2"	✓		

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:**

