

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

Filter Replacement

SITE AND BLDG: WV035-01

MECHANIC
SIGNATURE: *Andy Bell*

DATE: 5-23-19

LOCATION/RM #:

START TIME: 11:30 AM

FINISH TIME: 12:00 PM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV035-01	8529	3195	FQ-3195	<i>all</i>	TTA240B300FA	3382TD5AD	J-1502000-04 1-pc Make Up Air Unit MUAU, Outdoor Quarterly Filter PM	<i>mech rm</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)
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:**

