

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

Filter Replacement

SITE AND BLDG: WV046-01

MECHANIC
SIGNATURE: 

DATE: 6-6-16

LOCATION/RM #:

START TIME: 11:30

FINISH TIME: 12:30

| Site Location | WO # | Asset # | PM # | Manufacturer | Model Number | Serial # | Asset Description | Asset Location |
|---------------|------|---------|---------|--------------|--------------|----------|---|----------------|
| WV046-01 | 8493 | 3054 | FQ-3054 | | | | J-1502000-04 1-pc Air Handler Quarterly Filter PM | |
| WV046-01 | 8493 | 3055 | FQ-3054 | | | | J-1502000-04 1-pc Air Handler Quarterly Filter PM | |

| 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. | X | | |
| 2 | Label and Date Filter | X | | |
| 3 | Did all High Asset Filters get Changed | 2 | | |
| Qty | Size | | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
| 4 | 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:**

