

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FILTER REPLACEMENT

SITE AND BLDG #: WV046-01

**MECHANIC
SIGNATURE:**

DATE: May 9, 2023

LOCATION/RM #: WO# 12701

START TIME: _____ **FINISH TIME:** _____

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 filters as required.	●		
2	Initial and Date Filter (if disposable)	●		
3	Initial and Date Yellow Maintenance Tag (if applicable)	●		
ASSET #	SIZE	QTY		
3054	Record Size : 20x25x2	4		
3055	16x20x2	9		
NOTE : Any AHU with outside air -Filter gets replaced Quarterly All other filters get replaced annually But inspected Quarterly				

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: General Maintenance Technician

Additional Notes: