




SITE AND BLDG #:	WV046-01	
LOCATION/RM #:	WO#	16556

MECHANIC SIGNATURE: K. Barker DATE: Sep 16, 2024

START TIME: FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS <small>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</small>	
		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		NOTES/	
	Record Size :				
4716	16x20x1	3			
	20x20x1	6			
					
NOTE : Any AHU with outside air -Filter gets replaced Quarterly					
All other filters get replaced annually But inspected Quarterly					

To be performed by: General Maintenance Technician

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