

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

**SITE AND BLDG #:** WV046-01

**MECHANIC SIGNATURE:** Richard A. Banks

**DATE:** 12/5/24

LOCATION/RM #: WO# 17114

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

| CHECK POINT                                | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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.               | x             |    |   |
| 2  | Initial and Date Filter (if disposable)                         | x             |    |   |
| 3  | Initial and Date Yellow Maintenance Tag (if applicable)         | x             |    |   |
| ASSET #                                    | SIZE  | QTY           |    | NOTES/ ACTIONS  |
|  | Record Size :   |               |    |   |
| 9331                                       |   |               |    | Filter cleaned. Unit is not functioning, service repair pending.        |
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|  |   |               |    |   |
|  | 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:**