

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

SITE AND BLDG #: WV046-02

MECHANIC

SIGNATURE: James R Groft

DATE: 3/27/2025

LOCATION/RM #:

WO# 18033

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.	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 :			
				Filter cleaned. Unit is not functioning, service repair pending.
	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: