


PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FILTER REPLACEMENT

SITE AND BLDG #: <u>WV046-01</u>	MECHANIC SIGNATURE: <u>James R Groft</u>	DATE: <u>03/31/2026</u>
LOCATION/RM #: <u> </u> WO# <u>21384</u>	START TIME: <u> </u>	FINISH TIME: <u> </u>

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.	X		
2	Initial and Date Filter (if disposable)	X		
3	Initial and Date Yellow Maintenance Tag (if applicable)	X		
ASSET #	SIZE	QTY		NOTES/ ACTIONS
4716	Record Size : 16 X 20 X 2	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: