





PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

SITE AND BLDG #: WV046-02

MECHANIC SIGNATURE: Richard A. Bauer DATE: Jun 21, 2023

| | | |
|----------------|-----|-------|
| LOCATION/RM #: | WO# | 12900 |
|----------------|-----|-------|

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 | | |
| | Record Size : | | | |
| 4717 | 16x20x2 | 6 | |  |
| | 20x20x2 | 16 | | |
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| | NOTE : Any AHU with outside air -Filter gets replaced Quarterly | | | |
| | All other filters get replaced annually But inspected Quarterly | | | |
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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: