







PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

SITE AND BLDG #: WV046-02

MECHANIC
SIGNATURE: K. Banker DATE: Jun 13, 2024

LOCATION/RM #: WO# 15722

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.	●			
2	Initial and Date Filter (if disposable)	●			
3	Initial and Date Yellow Maintenance Tag (if applicable)	●			
ASSET #	SIZE	QTY			
	Record Size :				
4717	20x20x2	4			
	20x20x1	12			
	16x20x1	6			
					
	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: