PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FILTER REPLACEMENT

SITE AND BLDG #: WV046-02

MECHANIC SIGNATURE: James R Groft **DATE:** 03/31/2026

LOCATION/RM #: **WO#** 21399

START TIME: **FINISH TIME:**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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
4717	Record Size : 20 x 20 x 2	4	
	16 x 20 x 1	6	
	20 x 20 x 1	12	
	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: