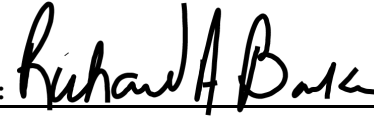


PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FILTER REPLACEMENT

SITE AND BLDG #: WV046-01

MECHANIC
SIGNATURE:

DATE: 12/01/22

LOCATION/RM #: office area WO# 11404

START TIME: 1:00 pm

FINISH TIME: 4:00 pm

| 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 | | NOTES/ ACTIONS |
| | Record Size : | | | |
| | rtu filter size 16x20x2 | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | other 2 rtu's are make up air units | | | |
| | with washable filters | | | |
| | | | | |
| | | | | |
| | | | | |
| | 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: