

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FILTER REPLACEMENT

SITE AND BLDG #: NY128 - 01 **Main Building**

MECHANIC
SIGNATURE: Christopher N Pothier **DATE:** 12 - 12 - 19

LOCATION/RM #: Mech room WO# 6135

START TIME: _____ **FINISH TIME:** _____

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: Only air handler unit 3 (10794) is listed but all filters needed to be changed. units are mislabeled as rooftop package units.