

**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#** 6136

**START TIME:** \_\_\_\_\_ **FINISH TIME:** \_\_\_\_\_

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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
10794	24 x 24 x 4	1		Replaced
	24 x 24 x 2	1		Replaced
	24 x 12 x 4	1		Replaced
	24 x 12 x 2	1		Replaced
10793	24 x 24 x 4	2		Replaced
	24 x 24 x 2	2		Replaced
	24 x 20 x 4	2		Replaced
	24 x 20 x 2	2		Replaced
10792	24 x 20 x 4	4		Replaced
	24 x 20 x 2	4		Replaced
	24 x 12 x 4	12		Replaced
	24 x 12 x 2	12		Replaced

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.