

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### FILTER REPLACEMENT

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

**MECHANIC SIGNATURE:** *Christopher N Pothier* **DATE:** 6 - 19 - 19

**LOCATION/RM #: Mech room WO#** 3791

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

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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.       | 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             |    | This unit is listed as a rooftop package unit, but is an air handler. AHU #3 |
|  | 24 x 24 x 2   | 1             |    |  |
|  | 24 x 12 x 4   | 1             |    |  |
|  | 24 x 12 x 2   | 1             |    |  |
|  |   |               |    |  |
| 10793                                      | 24 x 24 x 4   | 2             |    | This unit is listed as a rooftop package unit, but is an air handler. AHU #2 |
|  | 24 x 24 x 2   | 2             |    |  |
|  | 24 x 20 x 4   | 2             |    |  |
|  | 24 x 20 x 2   | 2             |    |  |
|  |   |               |    |  |
| 10792                                      | 24 x 20 x 4   | 4             |    | This unit is listed as a rooftop package unit, but is an air handler. AHU #1 |
|  | 24 x 20 x 2   | 4             |    |  |
|  | 24 x 12 x 4   | 12            |    |  |
|  | 24 x 12 x 2   | 12            |    |  |
|  |   |               |    |  |
|  |   |               |    |  |
|  |   |               |    |  |

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:** This Work Order only listed AHU #3, but all units needed filter changes at the same time.