

**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 (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	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.