

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

**SITE AND BLDG #:** NY060 - 01 Main Building

MECHANIC  
SIGNATURE: Christopher N Pothier DATE: 3 - 17 - 20

**LOCATION/RM #:** Front door WO# 7350

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

[illegible]

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:**

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

**SITE AND BLDG #:** NY060 - 01 Main Building

MECHANIC  
SIGNATURE: Christopher N Pothier DATE: 3 - 17 - 20

**LOCATION/RM #:** Rear door wo# 7350

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

[illegible]

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:**

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

**SITE AND BLDG #:** NY060 - 01 Main Building

MECHANIC  
SIGNATURE: Christopher N Pothier DATE: 3 - 17 - 20

**LOCATION/RM #:** Stairwell    **WO#**    7350

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

[illegible]

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:**

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

**SITE AND BLDG #:** NY060 - 02 Motor Pool

MECHANIC  
SIGNATURE: Christopher N Pothier DATE: 3 - 17 - 20

**LOCATION/RM #:** Storage    **WO#**                      7350

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

[illegible]

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:**

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### FILTER REPLACEMENT

**SITE AND BLDG #:** NY060 - 01 Main Building

**MECHANIC SIGNATURE:** *Christopher N Pothier* **DATE:** 3 - 18 - 20

**LOCATION/RM #:** Multiple **WO#** 7350

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

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS <small>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</small>
		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
190917-378	18.5 x 25 x 2	1		Cleaned
190917-379	20 x 30 x 2	1		Cleaned
190917-380	20 x 30 x 2	1		Cleaned
190917-381	18.5 x 25 x 2	1		Cleaned
190917-382	18.5 x 25 x 2	1		Replaced
190917-383	18 x 24 x 2	1		Cleaned
190917-384	18 x 24 x 2	1		Cleaned
190917-385	20 x 30 x 2	1		Cleaned
190917-386	18.5 x 25 x 2	1		Cleaned
190917-387	18.5 x 25 x 2	1		Cleaned
190917-388	18 x 24 x 2	1		Cleaned
190917-389	18 x 24 x 2	1		Cleaned
190917-390	18 x 24 x 2	1		Cleaned
190917-391	18 x 24 x 2	1		Cleaned
190917-392	18.5 x 25 x 2	1		Cleaned
190917-393	18 x 24 x 2	1		Cleaned
190917-394	18 x 24 x 2	1		Cleaned

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:**

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### FILTER REPLACEMENT

**SITE AND BLDG #:** NY060 - 01 Main Building

**MECHANIC SIGNATURE:** *Christopher N Pothier* **DATE:** 3 - 19 - 20

**LOCATION/RM #:** Multiple **WO#** 7350

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

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.	X		
2	Initial and Date Filter (if disposable)	X		
3	Initial and Date Yellow Maintenance Tag (if applicable)	X		
ASSET #	SIZE	QTY		NOTES/ ACTIONS
190917-395	18 x 24 x 2	1		Cleaned
190917-396	18 x 24 x 2	1		Cleaned
190917-397	14 x 20 x 2	1		Cleaned
190917-398	18 x 24 x 2	1		Cleaned
190917-399	18.5 x 25 x 2	1		Replaced
190917-400	18 x 24 x 2	1		Cleaned
190917-401	18 x 24 x 2	1		Cleaned
190917-402	16 x 20 x 2	1		Cleaned
190917-403	14 x 20 x 2	1		Cleaned
190917-404	18 x 24 x 2	1		Cleaned
190917-405	20 x 30 x 2	1		Cleaned
190917-406	18 x 24 x 2	1		Cleaned
190917-407	18.5 x 25 x 2	1		Cleaned
190917-408	16 x 20 x 2	1		Cleaned
190917-409	16 x 20 x 2	1		Cleaned
190917-410	16 x 20 x 2	1		Cleaned
190917-411	18 x 24 x 2	1		Cleaned

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:**

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

**SITE AND BLDG #:** NY060 - 01 Main Building

MECHANIC  
SIGNATURE: Christopher N Pothier DATE: 3 - 19 - 20

LOCATION/RM #: Room 225 wo# 7350

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

[illegible]

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:**

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

**SITE AND BLDG #:** NY060 - 01 Main Building

MECHANIC  
SIGNATURE: Christopher N Pothier DATE: \_\_\_\_\_

LOCATION/RM #: Roof top    WO#        7350

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

[illegible]

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:**