

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FILTER REPLACEMENT

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:** _____

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 - 17 - 20

LOCATION/RM #: Rear door WO# 7350

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:

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FILTER REPLACEMENT

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:** _____

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:

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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:** _____

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 (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	
190917-378	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	

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To be performed by: General Maintenance Technician

Additional Notes:

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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:** _____

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:

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

MECHANIC
SIGNATURE: *Christopher N Pothier* **DATE:**

LOCATION/RM #: Roof top **WO#** 7350

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: