

# March checklist 2021

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FILTER REPLACEMENT

SITE AND BLDG #: **ny024-208** **11983**  
LOCATION/RM #: **110** WO# **11984**

MECHANIC SIGNATURE: **Ramon V** DATE: **3-1-2021**  
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.			
2	Initial and Date Filter (if disposable)			
3	Initial and Date Yellow Maintenance Tag (if applicable)			
ASSET #	SIZE	QTY		NOTES/ ACTIONS
9614	16x20x2	4		replace
9615	16x25 x2	2		replace

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:**