




March checklist 2023  
PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
FILTER REPLACEMENT

SITE AND BLDG #: **ny024**  
LOCATION/RM #: **110**  
WO# **21391**

MECHANIC SIGNATURE: **Ramon V**  
DATE: **3-3-2023**  
START TIME:   
FINISH TIME:

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                  | TASK COMPLETE  |    | NOTES/ ACTIONS<br><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  |
| 9614                                       |   |  |    |  |
|  |   |  |    |  |
|  |   |  |    |  |
| 9615                                       | 16x25x2   | 2  |    | replace  |
| 9615                                       |   |  |    |  |
|  |   |  |    |  |
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|  |   |  |    |  |

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: