




September checklist 2023  
PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
FILTER REPLACEMENT

SITE AND BLDG #: ny024 23961  
23962  
LOCATION/RM #: WO# 24222  
24233

MECHANIC SIGNATURE: Ramon V  
DATE: 8-22-2023  
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   |
| 9619                                       | 20x25x2   | 4   |    | replace  |
|  |   |   |    |  |
|  |   |   |    |  |
| 9620                                       | 16x25x2   | 2   |    | replace  |
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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: