

March checklist 2022

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
FILTER REPLACEMENT

SITE AND BLDG #: **ny024**  
**roof top mech room**  
LOCATION/RM #: **WO#**  
**16383**  
**16566**  
**16384**  
**16567**  
**16385**  
**16568**

MECHANIC SIGNATURE: **Ramon V**  
DATE: **3-4-2022**  
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
9703	16x20x2	4		replace
9703	20x25x2	2		replace
9704	16x20x2	8		replace
9704	16x25x2	4		replace
9705	20x20x2	6		replace
9705	final filter 16x20x4	6		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: