

March checklist 2022

SITE AND BLDG #: ny024
rooftop mech roomPREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FILTER REPLACEMENT

16566

16384

16567

16385

16568

MECHANIC
SIGNATURE:

Ramon V

DATE: 3-4-2022

LOCATION/RM #:

WO#

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.	✓		
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: