

March checklist 2023  
PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
FILTER REPLACEMENT

SITE AND BLDG #: **ny024** **21153**  
**21400**  
LOCATION/RM #: **21154**  
**21401**

MECHANIC SIGNATURE: **Ramon V** DATE: **3-7-2023**  
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
9701	16x20x2	4		replace
9701				
9702	16x20x2	8		replace
9702				
	16x25x2	4		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: