

## September checklist 2023

<b>23966</b> PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST				
FILTER REPLACEMENT				
<b>SITE AND BLDG #:</b>	<b>ny024</b>	<b>MECHANIC SIGNATURE:</b>	<b>Ramon V</b>	
<b>LOCATION/RM #:</b>	<b>24230</b>	<b>DATE:</b>	<b>8-24-2023</b>	
<b>24231</b>		<b>START TIME:</b>	<b>FINISH TIME:</b>	
CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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
9704	16x20x2	8		replace
	16x25x2	4		replace
9705	20x20x2	6		replace
	20x24x4	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:**