




March checklist 2022

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
FILTER REPLACEMENT

SITE AND BLDG #: **ny116**  
**16320**  
LOCATION/RM #: **roof top**  
WO# **16609**

MECHANIC SIGNATURE: **Ramon V**  
DATE: **3-28-2022**  
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
190917-472	20x25x2	4		replace
190917-472				
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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:**