

# March checklist 2021

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FILTER REPLACEMENT

SITE AND BLDG #: **ny116-01** **11951 11954**  
**12129 12136**  
**11952 11955**  
 LOCATION/RM #: **WO#12133 12137**

MECHANIC  
SIGNATURE: **Ramon V**

DATE: **3-15-2021**

START TIME:

FINISH TIME:

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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                                                          |
| 10647                                      | 20x20x2                                                 | 1             |    | replace                                                                 |
| 10647                                      |                                                         |               |    |                                                                         |
|                                            |                                                         |               |    |                                                                         |
| 10648                                      | 24x24x2                                                 | 6             |    | replace                                                                 |
| 10648                                      |                                                         |               |    |                                                                         |
|                                            |                                                         |               |    |                                                                         |
| 10655                                      | 16x20x2                                                 | 8             |    | replace                                                                 |
| 10655                                      | 16x25x2                                                 | 4             |    | replace                                                                 |
|                                            |                                                         |               |    |                                                                         |
|                                            |                                                         |               |    |                                                                         |
| 10656                                      | 20x20x2                                                 | 6             |    | replace                                                                 |
| 10656                                      |                                                         |               |    |                                                                         |
|                                            |                                                         |               |    |                                                                         |
|                                            |                                                         |               |    |                                                                         |

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:**