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## Preventative Maintenance

**Title:** Air Filter Replacement

**ID No.:** PM12345

**Start Date:** 04/29/2023

### GENERAL INFORMATION

Frequency: **Monthly**

Estimated Hours: **1 Hours**

Contact: **T.Smith@YourCompany.com**

Location: **Split HVAC Unit - Main Lobby**

### JOB DETAILS

Annual replacement of HVAC air filters at Main Lobby.

- Open access panel - front side of indoor unit.
- Shutdown power to unit, verify unit will not start.
- Remove old filter, discard in regular trash.
- Replace with new filter.
- Restart and test.

Thermostat for this unit is located in west wall coat closet.

### ADDITIONAL COMMENTS

Air filter size: 8x10x1. Replacement located in utility room storage.

Please notify front desk when unit is operational again.

Created: 04/29/2023

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