

Maintenance Work Order

Work Order #

Date Assigned:

Task Assigned To:

Date Completed:

**FACILITY AND EQUIPMENT AIR FILTERS**

NO.	LOCATION	SIZE	QTY	Inspected	Qty Replaced	Notes
1	EP BOILER ROOM AIR INLET	20x25x1	2			
2	VFD/FLOC DRIVE ROOM	14x20x1	1			
3	MCC-2 (MAINT. SHOP)	14x24x1	2			
4	CHEM FEED ROOM DOOR SE	20x20x1	1			
5	SW CORNER EP WASHWATER TANK	20x25x1	1			
6	ROOFTOP UNIT (RTU) ABOVE EP AERATORS	16x25x1	2			
7	ADMIN PARKING GARAGE	20x25x1	1			
8	WALL HTR BY FRONT OFFICE	10x44x1	1			
9	WALL HTR BY BREAK ROOM DOOR	7-3/4x43x1	1			
10	FRONT RESTROOM HEATER	7-3/4X18-7/8	1			
11	FILTER BAY E. END (AHU-FFG-01 & 03)	16x20x2	12 (6 x 2)			
12	FILTER BAY E. END (AHU-FFG-02 & 04)	16x20x2	12 (6 x 2)			
13	ELECTRONICS SHOP	12x24x1	2			
14	MAIN UPS ROOM DOOR	24x24x1	1			
15	CONTROL ROOM HVAC CLOSET	20x25x1	1			
16	5th FLOOR AHU EAST #1	20x25x1	1			
17	5th FLOOR AHU EAST #2	16x20x2	2			
18	5th FLOOR AHU EAST #3	16x20x2	12			
19	5th FLOOR IN DUCT #4	24x24x4	1			
20	5th FLOOR W. LAB RTU	16x20x2	4			
21	5th FLOOR E. LAB RTU	16x20x2	4			
22	5th FLOOR MIDDLE LAB RTU	16x25x2	2			
23	SOUTH OF RAISED ROOF OFF 5th FLOOR	16X24X2	4			
24	HYDRO PLANT	16x20x2	24			
25	SLUDGE PLANT	20x28x2	4			
26	SLUDGE PLANT POWER HOUSE	20x30x2	2			
27	ELECTRICAL SUBSTATION	24x24x4	24 (12 x 2)			
28	SLAKER #1 CONTROL PANEL A/C *					
29	SLAKER #2 CONTROL PANEL A/C *					
30	SLAKER #2 CONTROL PANEL A/C *					
31	SLURRY DOSING CONTROL PANEL A/C *					
32	LPU 1A/B (MCC-1) **					
33	LPU 2A/B (MCC-2) **					
34	LPU 3A/B (MCC-3) **					
35	AC UNIT IN ELEVATOR MECHANICAL ROOM					

\* Washable metal filter, replace with like kind found in MCC-3. Wash and dry dirty filter and return to storage

\*\* Washable polyester filter material, replace with like kind found in MCC-3. Wash and dry dirty filter and return to storage.