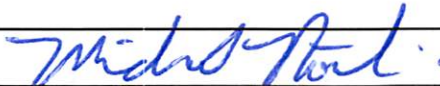


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	HVAC	<b>Procedure Number:</b>	HVAC-10
<b>Subject:</b>	Air Filter Maintenance	<b>Effective Date:</b>	January 1980
		<b>Revised Date:</b>	November 2016
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	February 2023

**Standard Operating Procedure**

Air filter maintenance will be performed in accordance with the unit manufacturer recommendations on all air handling equipment and/or as specified by the regulating authority having jurisdiction over the occupants being serviced by the equipment.

**Purpose**

To ensure clean air to all patient and occupant areas served by the air handling system.

**Procedure**

Monthly:

When the unit is down, the Air Quality Tech shall lock out the motor control center servicing the unit and check the filter banks by going inside the filter house and checking the air intake side for dirt, dust, etc. The Air Quality Tech shall check the air leaving side for split or blown apart bags. If any are found or there is a one-inch (1") static pressure drop, the Air Quality Tech shall notify Central Control and the Manager of Mechanical/General Maintenance. If the air-handling unit can be kept off line long enough, a filter change will be done immediately.

If the air handler unit cannot be down at that time, the bad filters will be changed at the time the Mechanical Supervisor can schedule a shut down with the affected department.

Semiannual:

Change primary filters on air handling units. Check final filters and change if needed.

Annual:

Change primary and final filters if a one-inch (1") pressure drop occurs. Schedule changes with appropriate department being effected.