

Procedure for Filter Replacement

1. Clear with Facilities Engineering before shutting down any system. Shut down all fans – supply, return & exhaust and lock out & tag all disconnects. Replacements should be at night or convenient time for unit to be off. Service of filters should NEVER be undertaken with unit operating. Do not ever attempt to vacuum, back-flow or “dust-off” filters to renew life.
2. Wear personal protective equipment as required by maintenance management. Always wear a mask. Changing of Bag-in Bag-out housings require complete protective gear and should not be attempted without complete training.
3. Existing filters should be removed carefully as to not dump dust back into the unit. Vacuum and clean unit in all accessible areas.
4. Check existing gaskets and filter track. If gaskets are not in good shape replace with new gasket material. Be sure that tracks are clean before replacing gasket.
5. If spacers are required in the unit, make sure that the spacers are inserted to the back of the rack. If it is installed before any filters are installed it will not be subject to getting lost with each change-out.
6. Insert new filters. Pleats should run in vertical position whenever possible. Same for “v” style final filters.
7. Inspect fasteners for tension. Replace damaged or loose fasteners.
8. Check door seals and locking mechanisms to be sure that they are in good shape. Replace as needed.
9. Carefully remove old filters from equipment room. When possible they should be placed in empty boxes of new filters. Do not leave in hallway or storage areas. Discard in accordance with facilities procedure.
10. Note and record the new pressure readings of the pre-filter and the final filter along with the change date.