



Title: Preventive Maintenance of Air Handling Units

SOP No.:		Revision No.:	00
Effective Date:		Supersedes No.	Nil
Review Date:		Page No.	1 of 3

1.0 OBJECTIVE

1.1 To describe a procedure for the preventive maintenance of Air handling units.

2.0 SCOPE

2.1 This procedure applies to the Engineering department.

3.0 RESPONSIBILITY

3.1 Engineering

4.0 ACCOUNTABILITY

4.1 Plant Head

5.0 REFERENCE (S)

5.1 In-house.

6.0 PROCEDURE

- 6.1 Before starting preventive maintenance of AHU put the AHU in stationary position & switch OFF the drive unit and inform all the concerned.
- 6.2 Put “**Under Maintenance**” Tag on the Panel Board.
- 6.3 Operator or above has to ensure and verify the check points for the preventive maintenance as shown in the annexure of this SOP. He or she has to enter all the details in the relevant annexure.
- 6.4 After the completion of preventive maintenance, check the machine for smooth operation.
- 6.5 Remove “**Under Maintenance**” Tag on the panel board after completion of the Maintenance.
- 6.6 The operator / technician who perform the job will enter his name / sign in “Done By” column and responsible Engineer/ Officer will put sign in “Checked by” column Department head will review the record every month.
- 6.7 Monthly preventive maintenance is to be carried out as per the following check points:
 - 6.7.1 Clean the filters as per the respective SOP.
 - 6.7.2 Check and tight the motor & blower foundation bolts.
 - 6.7.3 Check the “V” belt condition, if required replace the same.
 - 6.7.4 Check the door gaskets, if required replace the same.
 - 6.7.5 Check & record the observations as per Annexure-1.
 - 6.7.6 Switch “ON” the AHU from the panel Board.
 - 6.7.7 Start the unit and check the manometer gauge readings across the HEPA. It should be between 25-60 mm of WG.

7.0 HISTORY

7.1 Details are given below.

SOP No.	REASON FOR CHANGE	EFFECTIVE DATE



Title: Preventive Maintenance of Air Handling Units

SOP No.:		Revision No.:	00
Effective Date:		Supersedes No.	Nil
Review Date:		Page No.	2 of 3

8.0 ABBREVIATIONS: The abbreviations used in the SOP are as follows:

8.1	SOP-	Standard Operating Procedure
8.2	No.-	Number
8.3	QA-	Quality Assurance
8.4	AHU-	Air Handling units
8.5	HEPA-	High Efficiency Particulate Air Filter



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SOP No.:		Revision No.:	00
Effective Date:		Supersedes No.	Nil
Review Date:		Page No.	3 of 3

ANNEXURE – I

MONTHLY PREVENTIVE MAINTENANCE CHECKLIST OF AIR HANDLING UNIT

Area:

Equipment No.:

Date:

S.No.	Description of the job	Done/Not Done	Remarks
1	Switch “OFF” the AHU from the panel board.		
2	Put the “ Under Maintenance ” label on the panel board.		
3	Clean the filters as per the respective SOP.		
4	Check and tight the motor & blower foundation bolts.		
5	Checks the “V” belt condition, if required replace the same.		
6	Check the door gaskets, if required replace the same.		
7	Switch “ON” the AHU from the panel board.		
8	Start the unit and check the manometer gauge.		
9	Remove the “ Under Maintenance ” label from the panel board.		

Done by
(Sign & date)

Checked by
(Sign & date)