

## PHARMA DEVILS

ENGINEERING DEPARTMENT

**Title:** Cleaning of Split AC

SOP No.:	Revision No.:	00
Effective Date:	Supersedes No.	Nil
Review Date:	Page No.	1 of 4

### 1.0 OBJECTIVE:

To lay down the procedure for the cleaning of split AC.

#### 2.0 SCOPE:

This SOP is applicable for the cleaning of split AC.

#### 3.0 RESPONSIBILITY:

Technician / Engineer.

Head of Department - Engineering.

### 4.0 PROCEDURE:

- 4.1 Switch 'OFF' the mains supply of the split AC.
- 4.2 Remove the pre-filter and de-dust it with the help of blower and then clean it with water.
- 4.3 Wash the grill with water.
- 4.4 Clean the evaporator coil with blower.
- 4.5 Clean the condenser coils fins with the help of blower and then clean it with water and if required scrub with wire brush.
- 4.6 Switch ON the mains of split AC and take trail for proper operation.
- 4.7 In case of addition or deletion of any split AC same shall be recorded in Addition/Deletion of split AC as per Annexure II and addition or deletion shall be written in remarks, if any column.
- 4.8 Frequency: Once in a Month as per Annexure -I.

### 5.0 ANNEXURE (S):

Annexure − I : Checklist for cleaning of split AC.

Annexure – II : Addition/Deletion of split AC.

### 6.0 REFERENCE (S)

SOP: Preparation, approval, distribution control, revision and destruction of Standard Operating Procedure (SOP).



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### **7.0 ABBREVIATION** (S) / **DEFINITION** (S) :

AC : Air Conditioning Unit

### **REVISION CARD**

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION	REFERENCE CHANGE CONTROL No
1	00			New SOP	





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# ANNEXURE I CHECKLIST FOR CLEANING OF SPLIT AC

ID No.: Location:

Frequency: Monthly.

S.No.	Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1.	Switch 'OFF' the mains supply of the split AC.												
2.	Remove the pre filter and de-dust it with the help of blower and then clean it with water.												
3.	Wash the grill with water.												
4.	Clean the evaporator coil with blower.												
5.	Clean the condenser coils fins with the help of blower and then clean it with water and if required scrub with wire brush.												
6.	Switch ON the mains of split AC and take trail for proper operation.												
Remar	ks, if any												
Done By / Date													
Checked By /Date													



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### ANNEXURE II ADDITION / DELETION OF SPLIT AC

Split AC ID	Location	Remarks, if any	Checked By/Date
	Split AC ID	Split AC ID Location	Split AC ID Location Remarks, if any