



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).



PHARMA DEVILS

ENGINEERING DEPARTMENT

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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	----

