



PHARMA DEVILS

ENGINEERING DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Engineering	SOP No.:
Title: Cleaning of HVAC Filters	Effective Date:
Supersedes: Nil	Review Date:
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1.0 REVISION HISTORY

Rev. No.	Details of changes	Reason for change
00	NIL	NEW SOP

2.0 OBJECTIVE

The Objective of this SOP is to describe the procedure for cleaning of filters being used in all Air Handling Unit (AHU) / Treated Fresh Air (TFA) Unit / Hot Air Unit / fresh air module. To ensure proper maintenance of filters. To provide recommendation for replacement of filters, if required.

3.0 SCOPE

This SOP is applicable for the cleaning of filters being used in all Air Handling Unit (AHU) Treated Fresh Air (TFA) Unit / Hot Air Unit / fresh Air module.

4.0 RESPONSIBILITY

4.1 The Operator shall be:

4.1.1 Responsible for cleaning of HVAC Filters.

4.1.2 Responsible to maintain the cleaning record.

4.2 The Engineer shall be:

4.2.1 Responsible for assurance of proper cleaning.

4.2.2 Corrective action for any deviation.

5.0 ACCOUNTABILITY

Head –Engineering Services



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6.0 PROCEDURE:

- 6.1 Switch off the unit, of which filters to be cleaned.
- 6.2 A person carrying out the filter cleaning activity should wear the following apparel.
 - 6.2.1 Clean boiler suit.
 - 6.2.2 Nose mask.
 - 6.2.3 Rubber hand gloves.
- 6.3 Open the inspection door of filter plenum, if applicable.
- 6.4 Remove the filter and put it into the polythene bag.
- 6.5 Close the inspection door of filter plenum or cover the filter section with polythene bag, as applicable.
- 6.6 Take the filters to 'Filter Washing' area.
- 6.7 Remove the filter from polythene bag and put it in the reverse direction to normal flow.
- 6.8 Open the compressed air valve and clean the filter with filtered compressed air.
- 6.9 Close the compressed air valve.
- 6.10 Open the potable water valve and clean the filter with filtered potable water.
- 6.11 Close the 'potable water' valve.
- 6.12 Put the filter in the direction of normal flow.
- 6.13 Clean the filter as per points 5.8 to 5.11.
- 6.14 Open the compressed air valve and dry the filter by blowing compressed air.
- 6.15 Close the compressed air valve.
- 6.16 Remove the filter and check visually for its integrity and any damage of gasket. Rectify or Replace it, if required.
- 6.17 Put the filter into fresh polythene bag.



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6.18 Clean the washing area as per SOP No: ____

6.19 Open the inspection door or remove the cover of filter plenum, as applicable and wipe the filter plenum, coil section and blower using dry and clean duster.

6.20 Fix back the filter in the filter plenum.

6.21 Close the inspection door properly.

6.22 Take a trial of system and check for any leakage.

6.23 Update the tag fixed on the system with 'Cleaned on' date 'Next due' date.

6.24 Maintain the record of filter cleaning .

6.25 **FREQUENCY:**

6.25.1 Clean all filters as per frequency mentioned in air filter cleaning schedule.

7.0 REFERENCES (S)

NIL

8.0 GLOSSARY

SOP : Standard Operating procedure

No : Number

HVAC : Heating Ventilation Air Conditioning

AHU : Air Handling Unit

TFA : Treated Fresh Air