STANDARD OPERATING PROCEDURE

Department: Production	**SOP No.:**
Title: SOP for Cleaning and Maintenance of AC unit	**Effective Date:**
Supersedes: Nil	**Review Date:**
Issue Date:	**Page No.:**

Purpose: To lay down cleaning procedure of AC unit.

Scope: This procedure is applicable to ....

Responsibility: Production Chemist
                    To supervise the activity

Frequency: At the completion of batch or at and of the shift.

Cleaning procedure for product change over:

1. Be sure to turn off the main power before cleaning the air conditioner
2.   Remove the A.C unit from their place and transfer to washing area.
3.   Wipe the outer surface of air conditioner with a damp towel.
4.   Remove the air filter from the top of the machine.
5.   Vacuum the filter on the dusty side to remove the dust.
6.   Wash the filter with water (use detergent if required).
7.   In very dirty condition, use a mild detergent.
8.   Dry the filter completely before reinstalling it.

Cleaning: procedure at the end of shift:
1.   Be sure to turn off the main power before cleaning the air conditioner
2.   Wipe the outer surface of air conditioner with a damp towel.
3.   Remove the air filter from the top of the machine.
4.   Vacuum the filter on the dusty side to remove the dust.

Precaution and check point:
1.   The main power should be turned OFF before cleaning.
2.   Avoid pouring water directly to the unit for cleaning to avoid electrical hazard.
3.   Keep heat sources away from the unit to avoid damage.
4.   Always turn OFF the unit at the end of the operation or shift.
5.   Care should be taken that the gas pipe of A.C unit not damage during removing A.C unit form their place

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Attachment 1
Dehumidifier Cleaning and maintenance

LOCATION:

MONTH:

DATE	CLEANED BY	CHECKED BY	REMARKS