



Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 508
VERSION: 1

SUBJECT: AIR HANDLERS

POLICY:

Air Handlers are to be maintained on a regular basis, as per ASHRAE standards, manufactures specifications and the Preventative Maintenance Program.

PURPOSE:

To maintain proper and efficient operation of all air handlers and maintain the best air quality possible, throughout the facility.

PROCEDURE:

The technician will follow all procedures set forth in the manufactures specifications, ASHRAE standards and the Preventative Maintenance Program for each piece of equipment.

Prior to the shutdown of any air handler:

1. Notify the department Head of the affected area and the Facilities Manager if there is to be a shutdown of any piece of equipment.
2. Schedule any equipment shutdown with the department head as to not disrupt their daily operations.
3. All work will be done in accordance with The High Desert Health System Infectious Control Policy.
4. All air handlers will be serviced on, not less than a monthly basis.
5. The refrigeration shop will maintain an inventory of replacement parts. This is necessary to expedite any repair to the equipment, should it fail.
6. Filters are changed in accord with the Preventive Maintenance Program and ASHRAE standards by mechanical personnel. 95% filters are changed annually or when static pressure is above the manufactures specifications over clean rating. A/C units are to be treated with chemicals to prevent the growth of bacteria and algae as needed.

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