

**VALLEYCARE**  
**OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS**  
**DEPARTMENT: FACILITIES**  
**POLICY & PROCEDURE**

**NUMBER: 518**  
**VERSION: 1**

**SUBJECT/TITLE: AIR HANDLERS**

**POLICY:** All air handlers will be maintained in accordance with manufacture’s recommendations, and C.A.C. Title 22 requirements. Final Filters are to be changed at least annually, pre-filters (where applicable) quarterly.

**PURPOSE:**

**DEPARTMENTS: FACILITIES**

**DEFINITIONS:**

- PROCEDURE:**
- Change filters, place old filters in plastic bags and seal.
  - Check new filters (where applicable) for damage, and for gaps, with a flashlight.
  - Check all seals.
  - Visually inspect coils.
  - Clean as required.
  - Grease bearing and add tablet to control pan bacteria.
  - Check drain line.
  - Check controls for operation.
  - Prior to starting the system, clean any dust or debris.
  - Return to operation.
  - Fill out P.M. paperwork. Where applicable, read magnahelic gauges before and after changing filters.

References:	
Approved by: Robert Ross (Director, Facilities)	Date: 08/12/2009
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