



Hazards	
Tools/Equipment	ladder, filters, lockout equipment
Employee Group(s)	Facilities Management – Mechanical & Electrical

Required PPE:



Safety Shoes



Ear
Protection



Eye
Protection



Respirator



Protective
Suit

SAFE WORK PRACTICES

- Do not perform the procedure or operate the equipment until you have been appropriately trained and authorized to do so by your supervisor.
- Inspect required personal protective equipment (PPE) and replace if required.

PROCEDURES

1. Shut down HVAC unit.
2. Lockout energy to HVAC unit by following the unit's safe Lockout Procedure.
3. Set up ladder (if required).
4. Access filter compartment via hatch or doorway.
5. Remove old filter and place in storage box.
6. Install new filters as per manufacturer's instructions.
7. Exit filter compartment.
8. Latch and secure hatch or doorway.
9. Remove Safe Lockout Procedure.
10. Start up HVAC unit.
11. Clean up site.
12. Wash hands with soap and water.
13. Call Grounds & Transportation to dispose of filters when storage box is full.