

# Air Filter Program for Everett Public Schools

- OVERVIEW

- Why change air filters?
  - Air Quality: Removes particles from air keeping buildings cleaner, one important component of good IAQ (Indoor Air Quality)
  - Comfort: Insures adequate air delivery to help prevent hot or cold spots
  - Efficiency: Helps keep fans and coils clean which is important for efficiency and equipment life
  - Safety: Clogged filters can cause overheating and contribute to the possibility of a fire
- Air filters are currently changed three times each year
  - Spring Break (April)
  - End of Summer Break (August)
  - Christmas Break (December)
- Filters are currently sourced from Tri-Dim, 206-453-4100
  - Standard lead time is 10 working days plus 3 working days shipping, or allow three weeks from issuance of PO
- Filter types
  - Standard filter type is pleated, MERV 8

- SURVEY

- Each school and non-school building has a survey form that lists all air filters used on a system by system basis showing:
  - System ID, location, filter quantity, filter size and filter type
- The survey should not change unless Facilities adds, removes or changes equipment, for instance a unit replacement or a portable addition removal
- The surveys are kept by the Maintenance office and a PDF version placed on DocuShare for access by Custodians

- ORDERING

- The Maintenance office will trigger the ordering process each time by sending an email with the deadline for orders to be submitted so they can be received in time
- Each Head Custodian is to inventory the filters on hand
- The Head Custodian uses the survey form which has a column on the right hand side to note the number of filters needed for each system
  - Order as needed using the survey form quantity as the guideline
  - Zero out, or reduce, the quantity needed to use up filters already on hand
  - The amount of filters to keep on hand is up to the Head Custodian, however should not exceed what is needed for one change-out
  - Send the completed form to the Maintenance office
- If the survey form needs to be updated, write that in on the form when ordering

- FREIGHT CLAIMS
  - If there is damage, you must note that on the shipping ticket when you sign for them.
    - If the box is damaged, open it up to see if the filters are also damaged
  - Send a copy of the shipping ticket that has the damage noted on it to the Maintenance office
    - The Maintenance office will file a freight claim with the shipper to get the damaged filter(s) replaced
- FILTER CHANGING
  - Use the survey form as a checklist to track progress as well as provide information to you on sizes and quantities, for instance, before climbing a ladder
  - Some air filters can be changed less often, following are some guidelines
    - VAV box filters above a drop ceiling, typically once/year
    - Final filters downstream of a pre-filter are typically once/year, these include bag, box and the filters are usually 6" deep, or more
    - The loading of a filter is best checked by holding a light on the other side
      - If light comes through, it has life left in it
      - If little to no light comes through, it needs to be changed
  - Write the date the filter was changed on it as it is installed
  - Install the filter so the arrow on it points in the same direction of airflow in the system
  - Be sure there are no gaps around filters and that access panels are closed up tightly
  - Maintenance does not stock filters, but can get more if you run short
  - For problems:
    - Notify your supervisor if you don't have enough time to get finished during the school break
    - Contact Maintenance if you need help locating where filters go or for any mechanical problem
  - Sign your completed checklist form and mail to Maintenance
- TIPS
  - Write "Filter" on the panel that must be opened or removed to access the air filters on each HVAC unit, include the quantity of each size used an arrow for direction of airflow
  - For filters above a drop ceiling, mark a triangle on the ceiling grid pointing to ceiling tile that must be removed for access and also lined up with where the filter is to be installed, this makes it easier to find the exact spot to position the ladder next time