

Sys Filter Sections

Maintenance Task Description	Frequency	Skill Level **	Time Hours ***	Special Tools Req'd	Parts	Specific Safety Instructions
Check filters and replace if dirty	M	A	0.25	None	Filters	1,2,3
Check filter access door gaskets and filter seals. Replace if req'd.	SA	A	0.25	None	None	1,2,3
Check filter manometer and calibrate if required.	A	A	0.25	differential press gage	None	1,2,3

** Skill Level Legend	
O	Unskilled Laborer
A	Apprentice Mechanic
J	Journeyman Mechanic
M	Master Mechanic
FT	Factory Trained Tech.

*** The time indicated is for the required to service one unit

* Frequency Legend	
D	Daily
W	Weekly
M	Monthly
Q	Quarterly
SA	Semi-Annually
A	Annually

Safety instructions to observe when working with this equipment are as follows:

- Caution:** Do not use metal ladders.
- Caution:** When using a step ladder, never stand on the top step of the ladder.
- Caution:** When opening duct access door at the filters, remember that the duct may be under a positive pressure. Either turn off the respective AHU or carefully open the door, keeping in mind to maintain pressure on the face of the door to prevent it from flying open upon release of the door latch.