# Changing HVAC Filters

This playbook provides step-by-step instructions for locating, evaluating, and replacing air filters in an HVAC system. This is to ensure the maintenance of air quality and the efficiency of the system.

### Step 1: Safety First

Turn off the HVAC system before attempting to locate or replace the air filters to prevent any risk of injury or system damage.

### Step 2: Locate Filter

Find the air filter enclosure on your HVAC system. It's typically located in the return air duct or blower compartment before the air handler.

### Step 3: Examine Filter

Remove the filter and check whether it's disposable or reusable. Inspect the filter for dirt, dust, and signs of wear.

### Step 4: Clean/Replace

If the filter is reusable, clean it according to the manufacturer's instructions. If it's disposable, replace it with a new filter of the same size and rating.

### Step 5: Install Filter

Insert the clean or new filter back into the housing, making sure it's facing in the correct direction as indicated by the airflow arrows on the frame.

### Step 6: Turn On System

After the filter is in place, turn the HVAC system back on. Ensure there are no unusual noises that may indicate incorrect installation.

## General Notes

### Filter Ratings

Be aware of the Minimum Efficiency Reporting Value (MERV) rating when selecting a new air filter. It indicates how effectively the filter can capture pollutants.

### Regular Checks

Check your filters every 30-90 days. Change or clean them as needed, or according to the recommendations provided by your HVAC system's manufacturer.

### Proper Disposal

Dispose of used disposable filters properly. Do not attempt to clean and reuse a disposable filter.