

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.