

River Falls Youth Hockey Association Facility Responsibilities

Procedure: Dehumidification System Filter change

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Revised By:

Revised Date:

******This procedure should be done every 3 months and logged on the Dehumidification Filter Change Log.******

- 1.) Before beginning the change of the the filters verify you have 8 - 20x20 filters and 4 - 20x16 filters.
- 2.) Shut off the blower before changing these filters.
→ This unit is located in the compressor room on the BRR unit located above the compressor box.
- 3.) Put ladder up right next to the boys High School locker room and climb up.
- 4.) You will want to remove the two screws and take cover off.
- 5.) Carefully slide out the top metal tray grabbing old filters and placing them in a box for disposal.
- 6.) Load up up metal tray, sliding it back in at the same time, with new filters in this order:
******Note: Filters should be placed in with arrow on top and pointing towards the ice.******
→1 - 20x16
→4 - 20x20
→1 - 20x16
- 7.) Repeat steps 5 and 6 on the bottom rack.
- 8.) Put cover back on and screw in two screws.
- 9.) Update Dehumidification Filter Change Log with the date, your name and the next date to be changed (3mos from date changed).
- 10.) Put filters in the dumpster outside the rink.

******Note: If you have any concerns or suggestions for this procedure please contact Lisa Woiwode at 425-5413 (home) or 651-343-5558 (cell).******