

River Falls Youth Hockey Association Facility Responsibilities

Procedure: Entrance Furnace Filter change

Created By: Lisa Woiwode

Date Created: November 5, 2007

Revised By:

Revised Date:

******This is the furnace that heats the entry area including the bathrooms and concessions. 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 2 - 20x25 filters.
- 2.) Enter the custodial closet.
- 3.) There are 2 filters located on the bottom left of each furnace.
- 4.) Remove the old filters and replace with the new ones.
- 5.) Put filters in the dumpster and notify Lisa Woiwode filters need to purchased for next time.

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