

River Falls Youth Hockey Association Facility Responsibilities

Procedure: Locker Room Furnace Filter change

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Revised By:

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******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 Locker Room Furnace Filter Change Log.******

- 1.) Before beginning the change of the the filters verify you have 4 - 20x25 filters.
- 2.) Climb up the ladder by the boys High School locker room and walk around the dehumidifier system to the Locker Room Furnace.
- 3.) Shut off the breaker on the furnace.
- 4.) Lift up and remove door.
- 5.) Remove old filters and replace with new ones.
 - The two on the bottom of the rack should be placed in with arrow point up.
 - The two on the side of the rack should be placed with the arrow pointing inward.
- 6.) Place door back on furnace.
- 7.) Turn breaker switch back on.
- 8.) Update Locker Room Furnace Filter change log.
- 9.) 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).*******