![ATAP - Aircraft Ground Equipment and Heavy Vehicles]	PAINT BOOTH FILTER PROCEDURE

1. **MAINTENANCE:** Before startup, zero the manometer. Ensure the manometer tubes are clear and free of debris. Start booth fans and record "clean baseline" with tape and marker on manometer. Add 0.3" WC to the clean baseline and make a "dirty" indicator on the tape. Log this info in the *Paint Booth Filter Change Log*

2. **PAINTER:** Periodically (bi-weekly minimum) check calibration on manometer before booth fans are turned on. Set Zero if needed.

3. **PAINTER:** Periodically (bi-weekly minimum) turn on booth fans and check that manometer reading is within prescribed limits.

4. **PAINTER:** When the manometer reading begins to approach the upper useable limit, get with Supervisor to have a filter change input in Maintenance Queue. The request will have to come through the queue for record keeping purposes. (Queue Example*: **Booth 3 filter change needed***)

5. **MAINTENANCE:** When a filter change is input in the queue, check quantity of filters on hand and order if needed. Update queue if needed.

6. **MAINTENANCE:** Check *Paint Booth Filter Change Log* and determine if other filter changes are needed for that booth. Intake filters shall be changed every other exhaust filter change. Pre-Intake filters shall be changed every third exhaust filter change. Check quantity of filters on hand and order if needed. Update queue if needed.

7. **MAINTENANCE:** Change filters

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