

Upstate Granite & Marble
Standard Operating Procedures

SOP MNT01 Replacing Furnace Filter Rev 0

DATE ISSUED: 11/4/22


DATE REVISED: N/A

SCOPE: Monthly Building Maintenance

REFERENCED DOCUMENTS: SOP MNT02 Completing PM in Limble

RESPONSIBILITY: Owner



PURPOSE: To ensure the furnace is being filtered properly and regularly.

Step	Action	Picture
1	Grab a 20x25x1 air filter from the CAD room.	


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2	<p>Go to the furnace air vent and pull the two latches to the right.</p>	 A close-up photograph showing a person's hand reaching up to a white rectangular furnace air vent mounted on a wall. The hand is pulling a small white latch on the right side of the vent. The vent has a grid of slats. The background is a plain, light-colored wall and a dark wooden floor.
3	<p>Pull the top of the vent toward you.</p>	 A photograph showing the white furnace air vent being pulled away from the wall. The top of the vent is being lifted, revealing the internal filter area. The vent is tilted at an angle, and the hand is visible at the bottom left corner, holding the bottom edge. The background shows the same wall and floor as the previous image.

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4	<p>Remove the older air filter by grabbing the top of the filter towards you</p>	 A photograph showing a hand reaching into an open furnace to pull out an old, rectangular air filter. The filter is white with a blue border and is being held by the top edge. The furnace interior is dark, and the surrounding area is a light-colored wall.
5	<p>Place the new air filter in the same orientation as the previous one AND ensure the white arrow on the label is pointing TOWARDS the furnace.</p>	 A photograph showing a hand placing a new, rectangular air filter into the furnace. The filter is white with a blue border and has a white arrow pointing towards the furnace. The furnace interior is dark, and the surrounding area is a light-colored wall.

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6	Push the air vent back into position and pull the latches to the left to lock it.	
7	Throw out the old filter. WARNING: Do not breathe too close to the older filter.	
8	Log activity into Limble. Refer to SOP MNT02 Completing PM in Limble	

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Approved: B. Morris
Owner

Date: 11-10-22

Change Log:

Date	Change Description	Rev	Requestor
11/4/22	Initial Release	0	B. Morris