



# Housing Division, DPW USAG-Red Cloud



## GUIDE TO CLEAN OR REPLACE AC/HEATING UNIT FILTERS

***If you have any issues or concerns in doubt, please contact your FSBP  
Building Manager, SLQ Housing Manager / Inspector or call DPW  
Service Orders at (CRC) 732-8119, (CASEY) 732-8110  
Replacing the filter, visit the Self Help Store  
(CRC)Bldg 819 Phone 732-7740 , (CASEY)Bldg 614 Phone 730-6605***

**“Welcome to Camp Red Cloud”**

# Versions of Unit Filters AC/HEATING

In every room the air conditioning/heating system has a filter. Cleaning the filter is occupant's responsibility. If you don't clean or change the filter, the air flow will go down and if the filter is too dirty, it causes to become a source of air pollution and it will effect on your health. Therefore, it is recommended to clean or change the filter on a regular basis. There are washable filter and non-washable filter in various air conditioning/heating systems.

## STANDARD VERSION 1

- This version is easy to separate filters from the unit
- Easy to reinstall the filter after cleaning & dry or replacing with a new filter



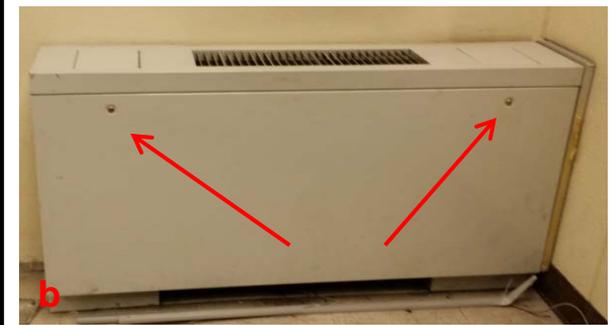
## STANDARD VERSION 2

- This version keep the filter inside of unit but you can open it easily without implement
- You can replace with a new filter (get a new filter from Self-Help Store)



## STANDARD VERSION 3

- This version is that you need a screwdriver to open and reinstall the unit cover
- You can call DPW Service Order when in doubt



# STANDARD VERSION 1

## Washable filter

### STEP 1



This version system has the filter under the center bottom. Slide filter out and keeping it in the chrome frame tab lightly

### STEP 2



Heavily dirty filter may require a light cleaning with warm water .

### STEP 3



Let dry and reinstall it carefully slide in on the track and repeat it monthly.

# STANDARD VERSION 1

## Non-washable filter

STEP 1



This version system has the filter under the center bottom. But cannot clean this type of filter because the material is felt.

STEP 2



Slide filter out for replacement.

STEP 3



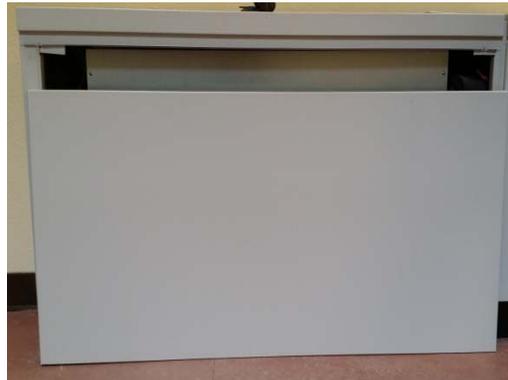
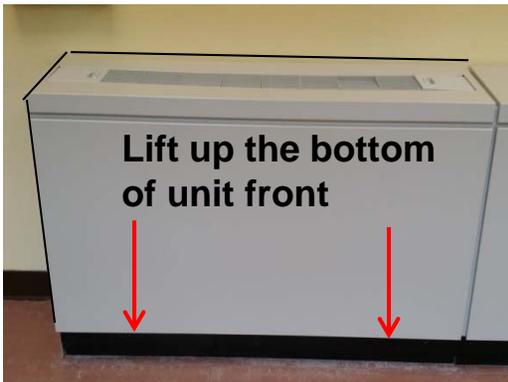
Slide the new filter back. Do this every six month at least.

You can get a new filter from the Self-Help Store  
CRC : Bldg 819 (732-7740) CASEY : Bldg 614 (730-6605)

# STANDARD VERSION 2

You can open the unit front cover easily without implement

**STEP 1**



The unit front cover is opened

**STEP 2**

Hook for Fan coil  
to unit front cover



The filter is under the center of bottom inside fan coil unit.  
Slide out the filter for replacement

**STEP 3**



Hook of unit front cover



Hook the cover to inside and push fully

**You can get a new filter from the Self-Help Store**  
**CRC : Bldg 819 (732-7740)**  
**CASEY : Bldg 614 (730-6605)**

# STANDARD VERSION 3-a

FILTER REPLACEMENT AND CLEANING IS THE BLDG / ROOM MANAGERS RESPONSIBILITY

## STEP 1



This version system also has the filter inside of the unit bottom.

First you have to open the unit cover with a screwdriver.

## STEP 2



When you open the whole unit cover separately you can see the filter washable or non-washable.

Heavily dirty filter may require a cleaning with warm water.

## STEP 3



Put the unit cover back and screw it down.

*When in doubt call DPW Service Orders at 732-8119(CRC), 732-8110(Casey)*

# STANDARD VERSION 3-b

FILTER REPLACEMENT AND CLEANING IS THE BLDG / ROOM MANAGERS RESPONSIBILITY

## STEP 1



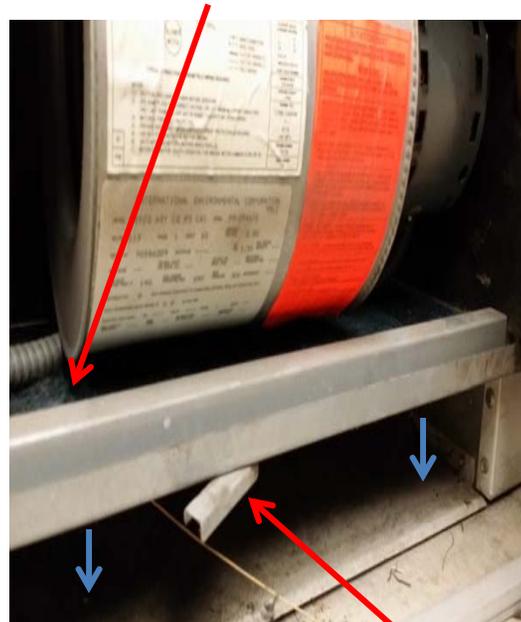
First step is to open the front cover of unit using screwdriver as shown on the picture.

Second step is to pull the bar of bottom to front and push down the filter, you can make it separated.

## STEP 2



Filter located here



Pull this bar to front

## STEP 3



This type is non-washable, need to be replaced.



Put the front unit cover back and screw it down.

*When in doubt call DPW Service Orders at 732-8119(CRC), 732-8110(Casey)*