
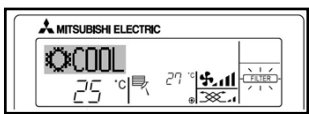

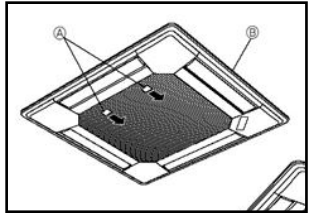
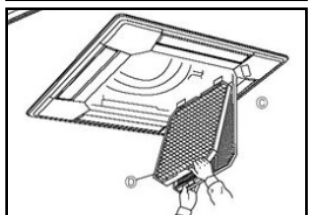






Cloth	Yellow
PPE	• Safety glasses 
Chemicals	N/A
Reference	<ul style="list-style-type: none"> • Safety policies • Risk assessment manual • COSHH manual • SOP B0063 - Use of vacuum cleaners • SOP K0016 - General kitchen cleaning • SOP OF0021 - Use of ladders (working at heights)
Equipment	<ul style="list-style-type: none"> • Vacuum cleaner • Step ladders

Step 1		<ul style="list-style-type: none"> • Filters must be removed and cleaned every 7 days. • Additionally, if “FILTER” is flashing on the control panel, this also indicates that the filter requires cleaning.
Step 2		<ul style="list-style-type: none"> • Switch the air conditioning unit off at the mains prior to commencing any cleaning. • Step ladders may be required to reach the air conditioning unit. Refer to SOP OF0021 - Use of ladders (working at heights). • Never climb or stand on anything other than a suitable step ladder when working at height. Do not stand on any kitchen equipment. Refer to SOP K0016 - General kitchen cleaning. • Ensure there is no food preparation in progress, or any open food below the area to be cleaned. • To protect eyes from dust, safety glasses must be worn when removing the filter for cleaning.
Step 3	 	<p>For ceiling mounted units:</p> <ul style="list-style-type: none"> • Slide the catches on the intake grille towards the centre of the unit to release the intake grille. • Open the intake grille. • Release the catch on the edge of the intake grille and pull the inner filter downwards to remove it.
Step 4		<p>For wall mounted units:</p> <ul style="list-style-type: none"> • Using both hands, pull the bottom corners of the inlet grille to open the grille. • Lift the filter unit until it clicks in the stop position. • Hold the knobs on the filter and lift the filter up slightly to release it. • Pull the filter downwards to remove it.

Cleaning the Mitsubishi air conditioning unit

Step 5		<p>For all units:</p> <ul style="list-style-type: none">• Once the filters have been removed, use a vacuum cleaner to remove dust.• If there is a significant build-up of dust, rinse the filters under warm water and allow to air dry.
Step 6		<ul style="list-style-type: none">• Complete the filter removal steps in reverse to replace the filters.• Turn the unit back on.
Step 7		<ul style="list-style-type: none">• Do not wash the filters in water warmer than 50°C as this will warp them.• Do not operate the air conditioning unit without the filters installed.• Report any maintenance issues via the property maintenance system.