



HIRE
CERTIFICATION
SERVICES

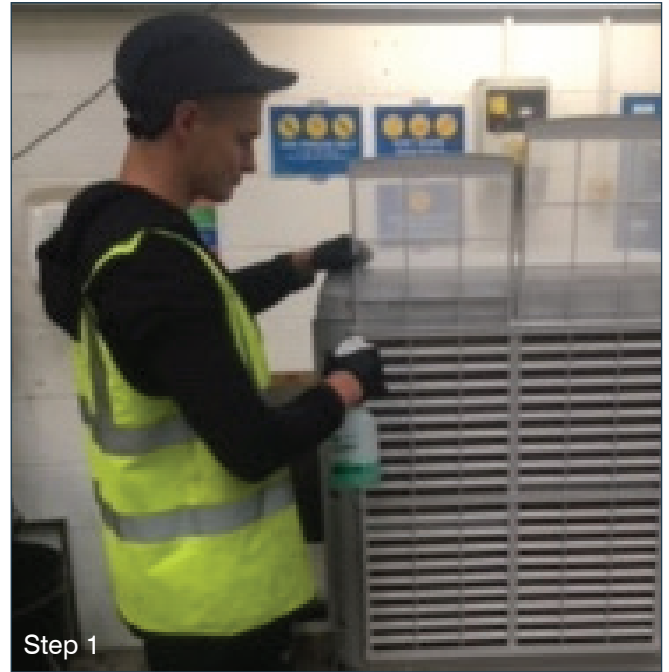


COVID-19 GUIDANCE CLEANING PORTABLE EVAPORATIVE COOLERS

GUIDANCE FOR CLEANING PORTABLE EVAPORATIVE COOLERS TO MINIMISE RISK OF INFECTION

Step 1

Remove the unit from storage and prepare for the cleaning process. Start by carrying out a formal visual inspection of the equipment checking for any visible damage or defects to the equipment including casing, supply cable and plug.



Step 2

Make sure the unit is isolated from the electricity supply before removing any panels or filter housings.

Step 3

Visually inspect filters for cleanliness and to ensure they are in good condition. Depending on the environment in which the Evaporative Cooler is to be used, for example healthcare, it may be necessary to remove all filters and wash in accordance with manufacturers recommendations using a suitable proprietary cleaning agent to ensure they are clean. Once washed the filters should be thoroughly rinsed in clean water.

Note: Some filters may be washed down with pressure washers however this must be first confirmed by the manufacturer as this may permanently damage filters.



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Note: Ensure that a suitable and sufficient assessment of all cleaning/sterilising solutions has been completed and that all necessary control measures determined have been implemented and communicated to all relevant personnel in accordance with the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations.

Step 4

Allow filters to dry prior to refitting to the unit.

Note: Filters may be fitted to many units whilst still wet however manufacturers guidance must be observed in this regard.

Step 5

Visually inspect the unit internally for any signs of damage, deterioration and cleanliness. Depending on the environment in which the Evaporative Cooler is to be used, for example healthcare, it may be necessary to manually clean all of the internal components including pump, fan and controls with a suitable proprietary cleaning agent. On completion of internal cleaning refit all panels to the unit. All external surfaces and parts should then be cleaned.



Step 6

Once the cleaning of the unit has been completed and all covers have been refitted the unit should be re-checked and tested for electrical safety to ensure it is safe for use. The unit should then be run tested for 10 minutes to check for correct operation and so that the water/sterilising solution mix is able to circulate. It is recommended that this is carried out in a well-ventilated area or alternatively outdoors. Drain the unit of water/sterilising solution mix in accordance with manufacturer's instructions. The sterilising tablet/solution will normally be sufficient to sanitise the unit internally.



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Step 7

Ensure that all warning and advisory labels are attached to the equipment.

Step 8

Keep a formal record of the checks, tests, and cleaning/sanitisation processes completed.

Example Hire Company	12345
Air Conditioning & Cooling Equipment	
Pre-Hire Inspection Record	
Plant Number	_____
Description	_____
Date Serviced	_____
Casings & Chassis	
Cable & Entry
Plug & Fuse
Fuse Rating (230v Equipment) Amps
Input Voltage Volts
Earth Bond Resistance Ohms
Insulation Resistance (Flash Test) Volts
Earth Leakage Test (if Applicable) mA
Rated Operating Current Amps
Water Reservoirs & Traps	
Cleaning/Sanitising	
Internal Reservoirs
Internal Casing/Panels
Fan and Motor Assembly
Grilles/Vents
External Panels
Protective Covering/Wrap
Accessories/Flexible Ducting
Operation & Run Test	
Refrigerant & Defrost Cycles
Cleaned
Warning Labels
Safety Instructions Attached
Depot Number	_____
Name & Works Number	_____
Plant Number	_____
Next Test Due 3 Months From Above Date	_____
Step 8	12345

Step 9

Finally, ensure that equipment controls, switches, handles etc. have been sanitised to reduce the potential risk of spreading infections. Do not use wet sanitising products on electrical switches or on any equipment controls where this may present a risk of electric shock. Use only damp wipes and dry with disposable paper towels (blue Roll) immediately. Dispose of sanitising wipes and paper towelling into lined bins with lids, or plastic waste bags that can be tied, prior to disposal into general waste collection receptacles at the end of the working day.

Step 10

The unit may then be packaged by wrapping with suitable clear film or bag wrapped as illustrated below and made available for arranged delivery or customer collection. This may only be deemed necessary for particular clients (in healthcare environments for example).



Additional Information

Manufacturers guidance generally recommends that when the equipment is in service, the water is drained and changed regularly. Manufacturers general guidance also recommends once a month performing a complete cleaning cycle using clean water and appropriate disinfection products, running the cooler outdoors. It may be necessary to complete this process more frequently depending on the environment in which the unit is operating.

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