



HIRE
CERTIFICATION
SERVICES



COVID-19 GUIDANCE CLEANING PORTABLE AIR CONDITIONING UNITS

GUIDANCE FOR CLEANING PORTABLE AIR CONDITIONING UNITS 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

Remove all filters from the unit. Wipe down all the filters and then clean the filters with a suitable proprietary cleaning agent in accordance with manufacturer's instructions. It may be necessary to repeat the process to ensure all filters are clean.



Note: Ensure that a suitable and sufficient assessment of all cleaning 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.

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Step 3

Strip the unit for service so all components of the unit are visible. Clean the coils with a suitable proprietary cleaning agent. This process may need to be repeated to ensure the coils are sufficiently cleaned. Drip/condensate trays and pipes must be washed/flushed and cleaned thoroughly. Cleaning requires care not to bend or break the fins of the coils and not to disturb any of the tubes.



Note: Step 3 will only be necessary to keep the coils/veins and condensate trays free of contaminants or otherwise where this is necessary to satisfy the requirements of the client for example where the equipment is to be used in Healthcare environments.

Step 4

The wiring of the unit must be checked to ensure there are no naked wires visible and that all wiring and connections are in good condition, secure, and safe. Ensure that all electrical wiring and components are kept dry throughout the cleaning processes. The unit may then be reassembled with all covers/panels correctly refitted.



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Step 5

Once fully assembled with all covers/panels in place all external surfaces and parts including flexible exhaust ducting should be cleaned with a suitable proprietary cleaning agent.



Step 6

Once the thorough cleaning of the unit has been completed the unit should be visually re-checked and then 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.



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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 stretch wrap or plastic bag/sleeve and made available for arranged delivery or customer collection.



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