



HIRE
CERTIFICATION
SERVICES



HAE EHA GUIDANCE FOR CLEANING PORTABLE DEHUMIDIFIERS

GUIDANCE FOR CLEANING PORTABLE DEHUMIDIFIERS TO MINIMISE RISK OF INFECTION

Step 1

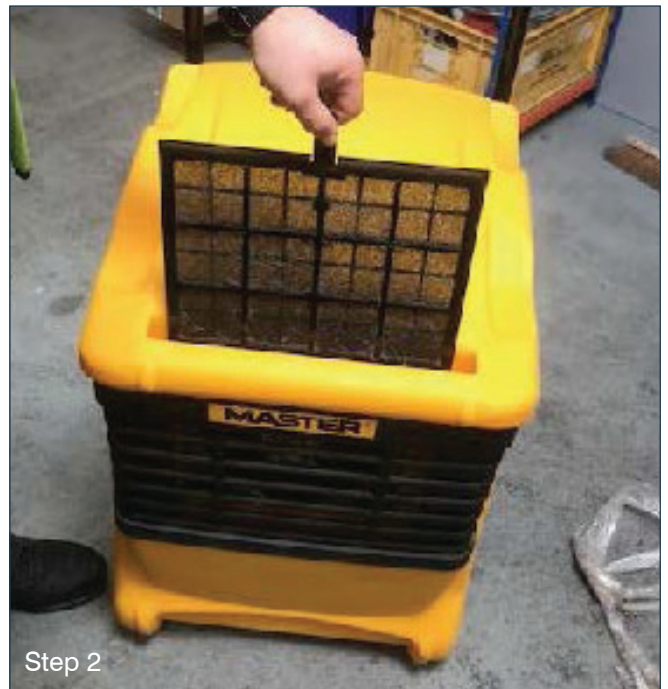
Remove the unit from storage and prepare for the cleaning process. Start by carrying out a formal visual inspection of the equipment checking for any visible damage or defects to the equipment including casing, supply cable and plug.



Step 2

Remove the filter(s) from the unit. Clean the filter(s) with a suitable proprietary cleaning agent in accordance with manufacturers' instructions. It may be necessary to repeat the process to ensure all filters are clean.

It may be appropriate to clean dust contaminated filters using a dust cabinet, or dust control vacuum unit (e.g. 'H' Class) providing a suitable and sufficient assessment of the dust management control measures has been carried out and all necessary control measures identified have been implemented. This may include for example; the use of local exhaust ventilation, downdraught benches and PPE.



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Step 3

Strip the unit for service so all components of the unit are visible. Clean the refrigerant coils and veins 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 tubing.

Note: Step 3 will only be necessary to keep the coils/veins and condensate trays free of build-up 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

Inspect the unit internally to ensure that there are no signs of damage or deterioration. Carefully wipe clean the unit internal casings, fan motor housing, fan blades etc. using a suitable proprietary cleaning agent. Ensure that the 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 with all manufacturers' fixings/machine screws.



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Step 5

Once fully assembled with all covers/panels in place all external surfaces and grilles should be cleaned with a suitable proprietary cleaning agent.



Step 6

Once 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 the period necessary to check for correct functionality of the operating cycles.



Step 7

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



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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

Ensure that the 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 towelling (blue Roll) immediately. Dispose of sanitising wipes and paper towelling in plastic bags, in lined bins with lids in order that bags prior to disposal into waste collection receptacles at the end of the working day.

Step 10

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

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