

M O B I L E M O D U L A R

GUIDE TO CHANGING THE FILTERS IN YOUR AIR CONDITIONING UNIT

Regularly replacing the AC filter increases unit efficiency and performance while also improving air quality in your modular building.

Follow your company's safety procedures and guidelines while changing your filter. A dust mask and gloves should be worn to protect yourself from harmful particles. A ladder is necessary to check the unit for defects or damage. Make sure to follow OSHA guidelines while doing so.

Replace HVAC filters at least every 3 months. In Texas or other dusty regions, monthly replacement is required. HVAC coils must be cleaned and flushed by a qualified HVAC technician at least annually. Failure to keep the filters clean will result in coil freeze ups and other malfunctions of the system. Any damages or service calls (including duct cleaning) resulting from failure to maintain the HVAC equipment as instructed will result in additional charges.

These guidelines will assist you in changing your filter but if you need additional support please call our service team!

Changing an Exterior Filter

- 1 Turn the AC breaker off.
- 2 Set up ladder on even ground to safely remove panel. Units will either have a large (*See figure 1*) or small panel (*See figure 2*).
- 3 Remove the outer screws at the corners of the panel and set aside for safekeeping. (*See figure 3*)

Notes: Never replace an original screw with a longer screw as this could damage the unit's electrical or piping.

Large panels will often have cables attached so the panel can remain open while replacing the filter.

- 4 Slide the old filter out and dispose of it. (*See figure 4*)
- 5 Insert a new, same size filter with directional arrows facing up.
Note: Add the date the filter was changed to keep track of next filter change.
- 6 Replace the cover and reinstall the screws.

Figure 1 Large panel



Figure 2 Small panel



Figure 3 Outer screws location



Figure 4 Remove old filter



Changing an Interior Filter

(Interior filters are only in select locations)

- 1 Turn the AC breaker to off.
- 2 Locate 2 latches on the white grill. Pull them out and fold the grill down. (*See figure 5*)
- 3 Pull the old filter out and dispose of it.
- 4 Carefully wipe out any dust inside the opening.
Note: Use caution as there may be sharp edges around the opening.
- 5 Insert a new, same size filter with directional arrows facing up. (*See figure 6*)

Note: add the date the filter was changed to keep track of next filter change.

- 6 Fold the cover back up and close the latches.

Figure 5 Latches locations



Figure 6 Remove old filter

