Air Purifier Maintenance during Summer Break - July 2022

During summer break, please take the time to check all of the air purifiers in your building and replace filters as needed. I know for some of you that means going to dozens of rooms throughout your building, but it is important that these air purifiers are kept clean and operational. Thank you in advance for your cooperation!

Winix HEPA Air Purifier Instructions

Winix air purifiers (shown left) are meant to be used in larger rooms, such as classrooms. Some buildings only received one Winix for the Nurse’s Office, while other sites received dozens of them.

*Every Winix air purifier should have a label on the front with a room number. It is critical that the Winix are in the correct rooms, because every room assigned a Winix air purifier needs the additional filtration.*

Please follow these steps during summer break:

1. Make sure that the Winix air purifiers in your building are in the correct rooms. Check the Winix Air Purifier Locations List to see which rooms in your building should have a Winix.
2. Turn on each air purifier to see if the fan works.
3. Check the remaining filter life by tapping the Filter Life button. The filter life will show on the front display. A reading of 10 or less means the filters need to be changed. **DO NOT change the filters unless the filter life is 10% or less.** See the Air Purifier Operation and Maintenance Instructions for how to order and change the filters.
4. Turn off the air purifier. Open both filter panels and gently clean the mesh pre-filters with a vacuum brush.
5. Lift up the top grill to remove debris/objects as needed.
6. Use a vacuum brush and damp cloth to clean any dirt off the outside surfaces.
Filtrete HEPA Air Purifiers

3M donated Filtrete air purifiers that were mainly provided to buildings that have Pre-K - 5th grade classrooms (shown left).

Please follow these steps during summer break:

1. Turn on the air purifier to see if the fan works.
2. Check to see if the filter light is orange or red. This means the filters need to be changed. The air purifier has one HEPA filter. DO NOT change the filter unless the filter light is orange or red. See the Air Purifier Operation and Maintenance Instructions for how to order and change the filters.
3. Turn off the air purifier. There are 2 pre-filter screens in the back of the unit. Pull open both screens and gently clean with a vacuum brush. After they are cleaned, tap the Reset button to reset the pre-filter indicator light.
4. Use a vacuum brush and soft damp cloth to clean any dirt off the outside surfaces.

Aeramax HEPA Air Purifier Instructions

If your building has an isolation room, it should have an Aeramax air purifier in it (shown left).

Please follow these steps during summer break:

1. Turn on the air purifier to see if the fan works.
2. Check to see if the HEPA or Carbon indicator lights are red. This means the filters need to be changed. DO NOT change the filters unless the indicator light is red. See the Air Purifier Operation and Maintenance Instructions for how to order and change the filters.
3. Turn off the air purifier. Use a vacuum brush and damp cloth to clean any dirt off the outside surfaces.

Contact Angela Vreeland at angela.vreeland@spps.org with questions or if you have an air purifier that is missing or isn’t working properly. Thank you!