

Air Purifier Operation and Maintenance Instructions - July 2022

Contact Angela Vreeland at angela.vreeland@spps.org with questions. Thank you!

There are 3 makes/models of portable HEPA air purifiers currently in use at SPPS:

Aeramax HEPA Air Purifiers



Aeramax air purifiers (shown left) are meant to be used in isolation rooms. Every isolation room should have an air purifier. Some Nurses opted to put the larger Winix air purifier in the isolation rooms and use the smaller Aeramax for their offices. This is acceptable, but every isolation room and Nurses' office must have an air purifier in place.

For more information on the Aeramax 290 Air Purifier, you can refer to the user manual:

<https://media.mybinding.com/media/manuals/Fellowes-AeraMax-290-Air-Purifier-9286201-user-manual.pdf>

OPERATION:

- Make sure the air purifier is at least 18 inches away from walls or any other object.
- Turn the unit on and push the fan symbol 3 times to run the fan at high speed.
- **Only run the air purifiers during the day when school is in session** to help the filters last longer.
- Make sure the air purifiers are turned off nights and weekends.

MAINTENANCE:

- Clean the Aeramax air purifiers (turn off unit first):
 - Use a soft damp cloth to clean any dirt off the outside surfaces.
- Change the filter (turn off unit first):
 - The air purifier has one Carbon and one HEPA filter. The HEPA or Carbon indicator lights turn **red** when the filters need to be changed. **DO NOT change the filters unless the indicator light is on.**
 - After changing a filter, the indicator light needs to be reset. To do this, press and hold the filter replacement icon for 3 seconds until you hear a beep. The HEPA Filter icon will flash amber. Press filter icon area to alternate between HEPA and Carbon. Once the desired filter is illuminated, press and hold for 3-5 seconds. A short beep will be heard and the light should turn off. Repeat the process for each filter as needed.

REPLACEMENT FILTERS:

- New filters can be ordered through the [Air Purifier Filter Replacement Filter Order Form](#).

Filtrete HEPA Air Purifiers



3M donated Filtrete air purifiers to the district (shown left). These air purifiers are meant to be used in classrooms. ***The Filtrete air purifiers are too small to cover an entire classroom, so two (2) of them are needed in each classroom.***

As of December 2021, these air purifiers were only sent to buildings that have Pre-K - 5th grade classrooms, since those students can't be vaccinated or are in the process of being vaccinated.

For more information on the Filtrete Elite Room Air Purifier, you can refer to the user manual:

<https://multimedia.3m.com/mws/media/2087803O/filtrete-room-air-purifier-fap-t03-a2-extra-large-room.pdf>

OPERATION:

- Make sure the air purifier is at least 18 inches away from walls or any other object.
- Press the power button to turn the unit on. Press the fan button to level 3.
- ***Only run the air purifiers during the day when school is in session*** to help the filters last longer.
- Make sure the air purifiers are turned off nights and weekends.

MAINTENANCE:

- Clean the Filtrete air purifiers (turn off unit first):
 - 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.
 - Use a soft damp cloth to clean any dirt off the outside surfaces.
- Change the filter (turn off unit first):
 - The air purifier has one HEPA filter. The filter change Indicator light will turn orange when there is 10% filter life left and red when it is at 0%. ***DO NOT change the filters unless the filter light is orange or red.***
 - After changing the filter, press and hold the Reset button for 3 seconds. The filter change indicator light will turn off.

REPLACEMENT FILTERS:

- New filters can be ordered through the [Air Purifier Filter Replacement Filter Order Form](#).

Winix HEPA Air Purifiers



Winix air purifiers (shown left) are meant to be used in larger rooms, such as classrooms. These air purifiers need to be placed in their intended location.

Please see the [Winix Air Purifier Locations List on the Custodial Covid-19 Resources](#) webpage to see where the Winix air purifiers in your building need to be located.

Some buildings only received one Winix for the Nurse's Office, while other sites received dozens of them. They are meant to be used in rooms that would benefit from additional filtration based on past IAQ survey data.

For more information on the Winix Tower XQ Air Purifier, you can refer to the user manual:
https://winixamerica.com/wp-content/uploads/2018/11/Tower-XQ_User-Manual100518aa.pdf

OPERATION:

- Make sure the air purifier is at least 18 inches away from walls or any other object.
- Press the power button to turn the unit on. Press the fan button (left of the power button) until a "3" is displayed on the face of the air purifier to run the fan at high speed.
- ***Only run the air purifiers during the day when school is in session*** to help the filters last longer.
- Make sure the air purifiers are turned off nights and weekends.

MAINTENANCE:

- Clean the Winix air purifiers (turn off unit first):
 - Open both filter panels and gently clean the mesh pre-filters with a vacuum brush.
 - Use a soft damp cloth to clean any dirt off the outside surfaces.
 - Lift up the top grill to remove debris/objects as needed.
- Change the filter (turn off unit first):
 - The air purifier has 2 Carbon and 2 HEPA filters. Press the Filter Life / Filter Reset Button to find out the remaining filter life indicated on the front display (the button has a heart on it). 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.
 - After changing the filters, press and hold the Filter Life / Filter Reset Button for 10 seconds. The filter life on the front display should read 100%.

REPLACEMENT FILTERS:

- New filters can be ordered through the [Air Purifier Filter Replacement Filter Order Form](#).