



Western Nevada College ENVIRONMENTAL HEALTH AND SAFETY

SPOTLIGHT ON SAFETY

EH&S purchased several **Germ Guardian AC4700 Series Air Purifiers** for use across the Carson City campus to help improve indoor air quality. These units use a HEPA filter to capture airborne particles such as dust, pollen, mold spores, and other allergens. An integrated activated carbon filter acts like a sponge to absorb volatile organic compounds (VOC's) and odors. The UV-C light is designed to kill airborne viruses, mold spores, bacteria and other microorganisms.

Regular inspection, cleaning, and timely replacement of filters are essential to maintaining the unit's performance and promoting a healthy indoor environment. There is a pre-filter screen that collects larger dust and debris prior to reaching the HEPA filter. The pre-filter screen may be vacuumed monthly, which helps extend the life of the HEPA filter. Depending on usage and environmental conditions, the HEPA filter will last 6-9 months. The UV-C bulbs have a longer life span and do not need to be replaced as often. To learn how to replace your Germ Guardian filter, visit www.guardiantechnologies.com, enter your model number, located on the outside of your air purifier, to determine the exact filter replacement numbers. You may have a different model number or manufacturer than those purchased by EH&S. Replacement filters will be ordered with department funds.

Did You Know?

A dirty filter reduces airflow and decreases the purifier's effectiveness. Replacing filters on a regular schedule not only improves indoor air quality but also helps extend the life of the filters and reduces strain on the motor.

Filter Replacement:

- Wear disposable gloves and an N95-rated dust mask.
- Turn the air purifier off and unplug it before performing any maintenance.
- Go outside and carefully remove the used filter to minimize disturbing trapped dust and debris indoors. This usually involves turning the air purifier upside-down and unscrewing the filter compartment. To extend the life of the air filters, the exterior pre - filter screen can be vacuumed and reused several times before filter replacement is truly needed.
- If replacing the filter, place the used filter directly into a plastic bag and seal it before disposing of it in the regular trash. This helps prevent captured airborne particles from being released back into the environment.
- Wash your hands thoroughly after completing the filter replacement.

AIR PURIFIER FILTERS

DOs and DON'Ts



DO!

1. Inspect the air purifier filter regularly for dust buildup or damage.
2. Keep the unit clean and air flow unobstructed.
3. Replace filters and UV-C bulbs according to the manufacturer's recommendations.
4. Report malfunctioning or damaged units to EH&S or Facilities.

DON'T

1. Do not use extension cords.
2. Do not block the air intake or exhaust vents.
3. Do not wash the HEPA filter.
4. Do not attempt to repair the air purifier unit yourself.
5. Do not look directly at the illuminated UV-C bulb while it is operating or during servicing.

CONTACT:

Katherine Strain, MS
WNC Environmental Health
and Safety (EH&S)
775-445-3348
katherine.strain@wnc.edu