

**TEMPLATE**  
**Standard Operational Guideline**  
**RX Air 3000 Air Purifier**

**PURPOSE:**

Purpose of Guideline: to assist staff in ensuring instructions are followed in setting up the equipment, operational requirements are met, and proper maintenance and cleaning of the item is completed prior to storage.

Purpose of Equipment: The RXAir (to be called “unit” from hereafter) is designed to circulate room air through the HEPA filtering system in order to remove airborne contaminants. The contaminated air is therefore continuously purified. The effectiveness of the device is dependent upon the affected room’s size, central heat and air requirements, use of door and windows, etc. The unit is easily utilized in any room where air cleaning is desired, such as patient rooms, offices, etc. If any of these factors add or even remove air, then the number of room air exchanges will be affected.

**EQUIPMENT LOCATION: (REMAIN BLANK FOR EACH HOSPITAL TO FILL IN)**

**OPERATIONAL INSTRUCTION GUIDELINES:**

**Specifications of Equipment:**

- Capable of 12 air exchanges per hour
- 48,000 cubic feet per hour (CFH)
- Unit is 21 inches wide by 24 inches long by 35 inches high and weighs 86 pounds
- AC Power requirements are 110-125 volts, 50/60 hertz
- The HEPA filter has a minimum efficiency of 99.97% on 0.3 micron particles with a 5-stage filtration of an external filter, germistatic filter, electrostatic filter, HEPA, and RxSorb Charcoal absorber.
- The UV bulb is 8 watts and 12 inches in length
- Ozone free quartz environment
- Meets 100% Dielectric Withstand Test and Ground Continuity Test for UL Standards
- Operating Temperature: 50-100 degrees Fahrenheit (10-40 degree Centigrade)
- Operating Humidity: 5-90% maximum, non-condensing
- Storage Temperature: -20 to +60 degree Centigrade
- Storage Humidity: 5-95%, non-condensing
- Operating Altitude: sea level to 8,000 feet

**Specifications of Optional Negative Pressure Isolation Kit**

- 12 foot flex duct hose with two (2) stainless steel clamps
- 18 inch by 12 inch window exhaust outlet adapter (bird and wind proof)
- high bypass grill

Operation of Equipment: The unit air purifier is a simple to operate which requires a flat floor surface for placement. The cord and plug is located in the rear of the unit and can easily be

removed for electrical connection. Ensure the electrical outlet has a proper ground prior to plugging in the cord.

Turn on the unit by pressing the POWER switch at which time the ON indicator should indicate that the unit is running and the blower should be running on HI speed. To change the blower speed, press the BLOWER switch and the indicator will change accordingly.

- To Replace the UV Bulb: The indicator REPLACE UV BULB will FLASH if the sensor detects a non-functioning UV lamp. NOTE: The UV bulb does not need replacement if the indicator lamp is ON STEADY.
  - Turn off the unit and unplug from the electrical outlet prior to replacing the bulb. Open the rear panel door (left lever – ¼ turn clockwise, right lever – ¼ counterclockwise). The UV bulb is located under the reflector, attached to the blower assembly.
  - Carefully, grab the old bulb and rotate to clear the electrical contacts on the fixture. Install the new bulb by making sure that the contacts are in place. Dispose of bulb in a safe manner and in accordance with hospital policy.
- To Replace the HEPA Filter: the REPLACE FILTER indicator will be on if the sensor detects low air flow through the filter. NOTE: The HEPA filter requires replacement if the indicator lamp is ON.
  - Turn off the unit and unplug from the electrical outlet. Prior to opening the rear panel door (left lock – ¼ turn clockwise, right lock – ¼ counterclockwise), wear protective gloves as the filter may be contaminated and should be considered as BIOLOGICAL WASTE.
  - Remove the new filter from the carton and place aside. Grab the flexible rubber T handles and pull up to release the filter assembly. Next, grab the filter handle and carefully lift and pull the filter toward you until the filter is clear of the unit. Place the old filter assembly in the carton that the new filter came in.
  - Install the new filter assembly by grabbing it by the handle and inserting it into the unit. The UP arrow needs to be pointing UP and then slide the filter all the way forward.
  - Grab the flexible rubber T handles and pull up to engage the clips on the filter assembly.
  - Replace the rear panel door and secure the locks in the opposite direction from opening. Record the new filter's installation date on the filter decal (to be placed on the back of the unit) and in the filter log.
  - Contact the person in charge of the facility's biomedical waste program to have the HEPA filter disposed of accordingly.
  - Re-plug the unit into the electrical outlet and turn the unit back on.

- To Replace the Pre-Filter: Slide out the pre-filter from under the unit. Dispose of this filter in normal trash. Install a new pre-filter ensuring that the UP arrow is pointing toward the bottom of the unit.
- To Install the Optional-Negative Pressure Isolation Kit: Remove the directional, return air grill from the top of the unit. Install the negative pressure, high bypass grill. Install the hose by attaching one end to the bypass grill using the clamp. Tighten the clamp using a flat end screwdriver. Attach the other end of the hose to the window exhaust outlet adapter using the second clamp. (Again, tighten the clamp by using a flat end screwdriver.)

Cleaning of Equipment: Turn off the unit and unplug from the electrical outlet.

- Using a soft lint-free cloth, dampened with any standard cleaner or disinfectant (not excessively wet), wipe the exterior of the unit. Allow to dry thoroughly before re-applying electrical power.

## MAINTENANCE

Storage of Equipment: See “specifications of equipment” in regards to the proper storage environment of the unit.

Preventative Maintenance of Equipment: There is no specific preventive maintenance for the unit other than what is stated above regarding cleaning, replacement of the UV bulb, pre-filter and the HEPA filter. The following is some troubleshooting ideas in case the unit fails to function properly:

- Trouble Shooting Techniques:

Problem	Possible Causes and Remedies
Unit does not operate	Unit may be turned off-check switches. Unit possibly unplugged. Check or change power outlet. Ensure rear door is firmly secured. Contact RXAir Representative.
Replace filter indicator	Check for restrictions in front of filter. Check and/or change pre-filter. Check filter age-may need new filter. Contact RXAir Representative.
Replace UV bulb indicator	Check bulb installation Replace bulb Contact RXAir Representative.

Problem

Possible Causes and Remedies

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Unit emits unusual noise or smell

Turn off unit.  
Unplug unit.  
Contact RXAir Representative

Inspection and record keeping RXAir 3000

<b>Date Inspected</b>	<b>Inspect power cord for damage</b>	<b>Cleaned</b>	<b>Replacement of the UV bulb</b>	<b>Replacement of pre-filter</b>	<b>Replacement of HEPA filter</b>	<b>Comments</b>	<b>Initials</b>