

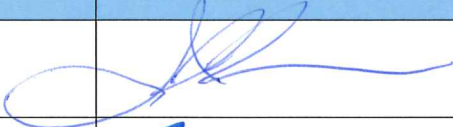
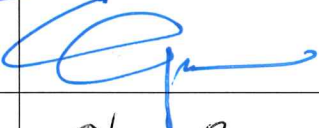





Standard Operating Procedure
Ductwork Cleaning – Level 3

SOP #: 5.037 Rev. 3

Page #: 1 of 3

Approval

<i>Approving Authority</i>	<i>Name</i>	<i>Signature</i>	<i>Date</i>
President	Joseph Parisi		1/20/17
Operations Manager	Steve Hansen		01/19/17
V.P. Engineering	Steve Rusconi		01/19/17
Process Systems Manager	Michael Delgado		01/19/17
Quality Assurance Manager	Steve Washington		01/19/17

Revision History

<i>Revision #</i>	<i>Description of Change</i>	<i>Effective Date</i>	<i>DCR#</i>
1	Data modifications	07/07/00	-
2	Data modifications	01/27/12	10013
3	Add Revision History, Revise Header, Data Modifications	01/20/17	17002



Standard Operating Procedure

SOP #: 5.037 Rev. 3

Ductwork Cleaning – Level 3

Page #: 2 of 3

1 Purpose

- 1.1 To establish a standard procedure for cleaning ductwork serving clean laboratory or manufacturing classified spaces (1,000 to 100,000).

2 Scope

- 2.1 This cleaning procedure applies to pre-fabricated round duct and fittings as well as custom rectangular fittings and joints.

3 Responsibility

- 3.1 Quality assurance shall audit the following procedures periodically.
- 3.2 Project Manager shall oversee the following procedures.
- 3.3 Sheet metal superintendent shall perform duct cleaning examination.
- 3.4 Sheet metal foreman shall perform the following procedures.

4 Procedures

- 4.1 Ensure that both supply and return air ductwork associated with these critical areas are clearly identified to the sheet metal fabrication shop.

Note: The following procedures may be performed either at the fabrication shop or at the job site. If performed extensively at the job site, temporary dust screens must be employed to reduce airborne silt from entering the ductwork.

- 4.2 Examine each section of duct for fabrication quality.

Initial Preparation

- 4.3 If needed use terry cloth rags to remove any excess dirt or grease.
- 4.4 After cleaning, seal off duct sections with protective coverings to prevent damage or soiling by construction activity.
 - 4.4.1 Wrap duct openings with adhesive polyethylene sheet material, 0.002 inches ('2 mil') thick or thicker.
 - 4.4.2 The protective wrap should be removed only during installation. There should not be open ductwork either on the ground or after being hung.



Standard Operating Procedure

SOP #: 5.037 Rev. 3

Ductwork Cleaning – Level 3

Page #: 3 of 3

- 4.5 If the protective wrap has been prematurely removed and the duct fitting is found unprotected, examination must be performed prior to installation of additional fittings or joints.
- 5 Review and Approval
 - 5.1 N/A