

# HEPA UNITS

## HEPA Unit Information

- Prior to purchasing HEPA units, Facility Services and Environmental Health & Safety, with input from the Registrar's Office, conducted numerous on campus tests and demonstrations on several models to select the quietest units available while maintaining the appropriate level of filtration.
- There are currently two sizes of HEPA units in use on campus, with some rooms having multiple units based on the volume of air in the room. All units are inventory located to the room they are assigned to, so please do **NOT** move them to other rooms.
- All units have been deployed and placed according to the schedule provided to Facility Services. Surveying classrooms began before the Registrar's final class usage list was available, so some classrooms were marked with green tape ahead of the schedule release. This marking does not mean a room should have a unit in it. Anyone wishing to purchase a unit can reach out to EHS@lsu.edu for sizing recommendations based on the location and space.
- Many classrooms were marked with green tape prior to desk placement. Once units were delivered, desk configurations required alternate placement in some of the rooms.

## HEPA Unit Use

- All units have been programmed to maintain a minimum of 4 air changes per hour (ACH) based on the air volume of the room.
- After programming, each unit was locked and cannot be turned off. Do **NOT** attempt to turn off or unplug the units as it could result in malfunction. These units are designed to run 24 hours a day, seven days a week and will treat the air while the room is empty.
- If a unit is unplugged or a power outage occurs, it can be restarted by establishing electrical connection and pressing the power button. The unit will maintain its program settings. Unplugging the unit is **NOT** recommended, and could cause a malfunction.
- The OCA1200 (larger unit) will occasionally fail to start the motor upon restarting the machine. This is a known problem that is being addressed by the vendor. In this situation, unplug the machine and then plug it back in, which will usually resolve this problem. If the fan still fails to start after three attempts, please contact Facility Services.
- Please refer to the Manufacturer's Product Information Sheet is also attached for additional information.

## HEPA Unit Maintenance

- Each unit has both a pre-filter and a HEPA filter in it. These filters will be changed at or before the manufacturer's recommendations. There is a timer in the units that can occasionally be thrown off cycle causing an alert to change filters ahead of schedule. Even with this false alert, the units will still function correctly.
- Facility Services is the point of contact for HEPA unit maintenance issues. Please contact your Building Coordinator or Facility Services at [facilityservices@lsu.edu](mailto:facilityservices@lsu.edu) if there are any issues. Do **NOT** contact the Office of the University Registrar for HEPA issues.
- Environmental Health & Safety is the point of contact for any questions regarding unit effectiveness.