



Cleaning and Disinfection of the Air Conditioning

IT10
Rev. 0
10/11/20XX

Responsible Sector
OH&S Manager

Approval
Quality Manager

CONTROL OF REVISIONS

Initial Emission: 10/11/20XX

1 – Responsibility

Maintenance - Controls and performs disassembly, assembly and disinfection

Cleaning Personnel - Performs cleaning and supports disinfection.

Occupational Health and Safety Analyst - Collects the resulting hazardous materials and controls air quality

2 – Periodicity

The cleaning and disinfection of all air conditioning devices and circuits must be carried out on the internal parts, the filters must be changed and disinfected completely at least once a year.

Cleaning and external hygiene must be carried out weekly by the cleaning staff.

3 – Cleaning and sanitation of individual air conditioning equipments

The following materials are used for cleaning and sanitation: cleaning cloths, buckets, water, liquid detergent, sanitation chemicals, personal protective equipment (rubber gloves and goggles).

The activities to be carried out for cleaning and sanitizing the isolated air conditioning units are as follows:

- Remove dust and substances adhered to the ceiling, walls, lamps and switches.
- Separate the necessary material;
- Put on the PPE;
- Unplug the air conditioner from the outlet;
- Remove the outer cover of the device;
- Fill half of the two buckets, one with water and the other with water and detergent;
- Immerse the cleaning cloth in the bucket with detergent solution and wring it out;
- Clean the device's outer cover with the cloth;
- Wipe the other cloth with clean water on the outer cover of the device and remove all detergent solution;
- Dry with a clean cloth;
- Remove the filter from the device;
- Proceed to clean the filter according to the manufacturer's guidelines;
- Put the filter back in the device.
- Replace the device's outer cover.
- Plug the air conditioner into the outlet.
- Clean the work material and keep it in a suitable place.

Annually, cleaning should be performed to disinfect the device as follows:

- after opening the appliance for cleaning, as indicated above, apply the specific chemicals directly to the air conditioner coil, regardless of model.

4 – Cleaning and sanitation of ducts and equipments of the central air conditioning system

For central air conditioning systems, an external service will be contracted annually to perform the complete cleaning and disinfection of the appliances, ducts, cooling towers, compressors, etc., including the replacement of the refrigerant gas, where applicable.

The contracted company must have an environmental management system compatible with the requirements of the Farm Hotel and Spa GLOBAL, including regarding the disposal of waste and considerations on greenhouse gases.