

CPFM Department: Facilities Services	SOP Number: CPFM-FS-1
	Effective Date: 3/1/2025
Title: Supply Air Diffuser & Return Grille Cleaning	Revision Date: 5 years
	End Date: Indefinite
Signature: Dean Tufts, Vice President Campus Planning & Facilities Management (CPFM)	

**POLICY:** Cleaning interior supply air diffusers and return air grilles.

**PURPOSE:** To ensure proactive cleaning and preventative maintenance of interior air diffusers and grilles across all campus facilities. This policy will ensure that the most visible components of the HVAC systems meet cleaning standards.

**SCOPE:** Applies to all interior supply air diffusers and interior return air grilles on ducted and non-ducted heating and/or cooling systems.

**PROCEDURE:** Custodial Services will clean diffusers and grills monthly. If the diffuser and/or grill is out of reach or unable to be cleaned completely, then the building service worker will notify their supervisor. The supervisor will then create a work order (WO) for 2nd Shift Facilities Services to clean and, if necessary, perform maintenance.

2nd Shift Facilities Services will transfer the WO to 1st Shift Facilities Services if the diffuser or grille requires painting, replacement, or if they believe the duct requires cleaning.

Following the transfer of the WO, 1st Shift will make the prescribed repairs. If 1st Shift Facilities Services determines that the duct requires cleaning, then they will notify the Mechanical Coordinator who will coordinate the duct cleaning with a contractor.