



Number: H&S 28.2
Date: August 2012
Supersedes: Oct 16, 2003

GENERAL MANUAL POLICY

APPROVED BY:



Executive Director

CATEGORY: Health & Safety

TOPIC: Air Conditioning/Refrigeration

Page 1 of 2

POLICY

It is the policy of Community Living Thunder Bay to maintain air conditioning and refrigeration equipment in accordance with the Occupational Health and Safety Act.

PURPOSE

To protect the health and safety of employees.

RESPONSIBILITY

It is the responsibility of the Maintenance person and the Purchasing Agent to ensure adherence to this policy.



Initial: AB

GENERAL MANUAL PROCEDURE

TOPIC: Air Conditioning/Refrigeration

Page 2 of 2

PROCEDURE:

Air conditioning/refrigeration equipment will be maintained as follows:

1. Refrigerant levels will be checked semi-annually.
2. Fans and grills will be vacuumed or cleaned as frequently as it is recommended by the manufacturer.
3. Ensure there is good air circulation to prevent over heating of equipment.