

QUICK REFERENCE GUIDE:

ENVELOPE DUST FILTER UNIT



Switching on

1. Check for any obvious obstructions in ductwork.
2. Check dust level in collection bin(s) at unit base. Empty if necessary following any appropriate precautions relating to personal protection against inhalation of contaminants and their disposal.
3. Check the integrity of the sleeve or seal connecting the collection bin(s) to the unit hopper. Any rips or other defects must be reported and logged.
4. Ensure unit access door(s) are closed and their latches engaged.
5. Ensure dust collection bin(s) are fitted in position.
6. Switch unit on by a single press of the green 'start' button on the associated electrical control box. The fan will start and the unit and connected inlet ductwork will now be under negative pressure. Units having a fan motor power above 7.5kw (10hp) are usually wired 'star-delta' and a second run up in the fan will be heard shortly after the first.
7. When the filter unit is running do not:-
 - Open any access door on the filter unit
 - Remove any dust collection bin
 - Perform any maintenance work
 - Allow items such as gloves or other rubbish to be sucked into ductwork

Cleaning of internal filters / Switching off

This should be done at regular intervals during a normal shift, such as break times, as well as at the end of shift.

1. Press the red button (or button marked 'stop/clean') on the associated electrical control box. The fan will begin to slow, although may take several minutes to come to a complete stop. The fan rotation cannot be seen from outside the unit unless the fan is remote from the unit. Do not use an isolator to switch unit off as this will disable the shaker system.
2. After a (sometimes adjustable) time delay, the shaker motor will automatically operate for a length of time (again sometimes user adjustable), mechanically removing accumulated dust from the surface of the internal filters. Not all dust will be removed – this is normal.
3. Do not restart the filter unit fan or attempt to remove the dust collection bin(s) for at least five minutes after the shaker motor has finished operating.

General DOs and DO NOTs



DO:-

- Observe all safety precautions
- Regularly check unit and ductwork for damage and obstructions, clearing where necessary
- Empty collection bin(s) regularly
- Switch unit off at regular intervals in order to clean the internal filters, as described previously
- Log any defects or concerns relating to the operation of the unit and/or duct system
- Have the unit and duct system tested annually in accordance with HSE / COSHH requirements



DO NOT:-

- Open access door(s) or remove bin(s) while unit is running
- Enter the unit or perform any maintenance on the unit unless electrically isolated
- Attempt to modify any part of the equipment or attached duct system
- Allow foreign matter to enter duct system (e.g. gloves, general waste, etc.)
- Obstruct the exhaust outlet
- Run the unit with the main access door(s) open or ajar
- Run the unit without the dust collection bin(s) in place and sealed
- Run the unit without any filter bags
- Switch unit on and off in quick succession
- Switch unit off using isolation switch unless a clean-down is not required
- Allow the internal filter bags to get wet or damp
- Remove bin(s) or open access door(s) without wearing a dust mask or similar

For comprehensive maintenance & operation instructions and troubleshooting please see the main user manual.