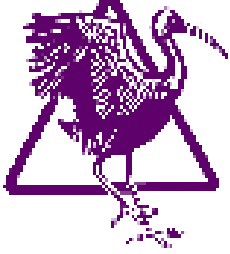


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# HEPA Filter Manual



These instructions are for installing IBIS HEPA filters (11-1/2" depth) and a prefilter frame into IBIS HEPA Holding Frames. The holding frames are available in multiple sizes and materials, but include the P/N series of 30619XX-XXX, where the X's vary with frame size and material. All frames, latches, extension legs and filters are sold separately. Please read the entire installation instructions before beginning the installation process.

Install filters into the HEPA Holding Frames only after the frames have been securely installed into existing ductwork or housing. Frames should be bolted or pop riveted together into the permanent structure through the pre-drilled holes around the outside perimeter of the frames. Frames should be sufficiently caulked and sealed to prevent any air bypass or leakage.

**Required tools for filter installation:**

T-handle Hexkey, size 5/32"

**Framing Components Required:**

AAF HEPA Holding Frames - P/N 30619XX-XXX

Leg Extensions, 4 per frame - P/N 3061991-00X

Latches, 4 per frame - P/N 3062015-00X

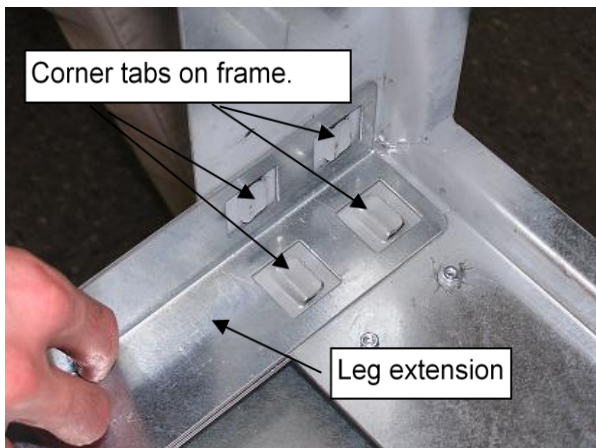
Prefilter Holding Frame - Various Available

Prefilter Latches - Various Available



**Figure 1: Leg Extensions and Latches**

**STEP 1:** At the inside corner of each frame are 4 tabs, 2 per side. Place a leg extension over the 4 tabs as shown in Figure 2 below, then pull back on the leg extension locking it into place.



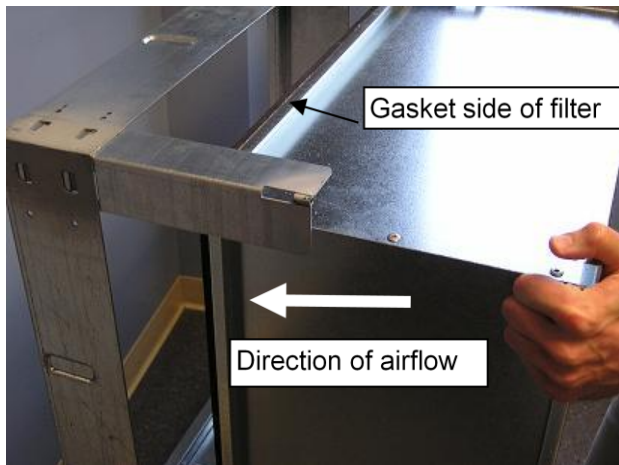
**Figure 2: Place leg extension over the frame tabs, then pull back to lock the leg extension into place.**

Repeat Step 1 with each of the 4 corners.  
The frame with leg extensions should look like  
Figure 3 to the right.



**Figure 3: Frame with leg extensions installed**

side of the filter facing the frame. Insert the filter as far into the frame as possible, so that the gasket material is contacting the frame. See figure 4 below.



**Figure 4: Insert HEPA filter into frame, until the gasket comes in contact with the holding frame.**



**Figure 5: Filter placed inside of frame.**

The filter should now be resting inside of the holding frame as shown to the left. When installing the filters into a frame bank of multiple frames, install the lower filters first so that the upper filters can rest on the lower filters.

**STEP 3:** The prefilter holding frame should be placed directly in front of the HEPA filter as shown in Figure 6 to the right.



**Figure 6: Positioning of the prefilter frame**

**STEP 4:** Place a latch so that the 2 tabs of the latch overlap the prefilter frame on each side of the corner. Slide the latch inside of the leg extension and align the latches' cap screw with the threaded coupling on the end of the leg extension and tighten using the hexkey. See Figure 7 below.

Tighten the cap screw until there is an approximately 1/4" gap between the latch and the leg extension coupling as shown below in Figure 8. Repeat this step with all 4 corners.

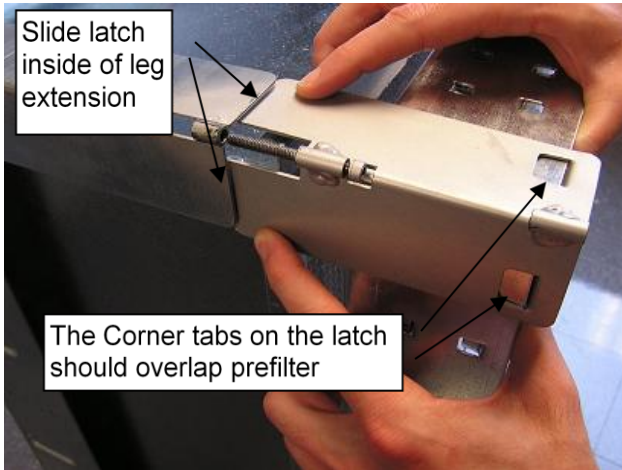


Figure 7: Latch positioning for prefilter frame

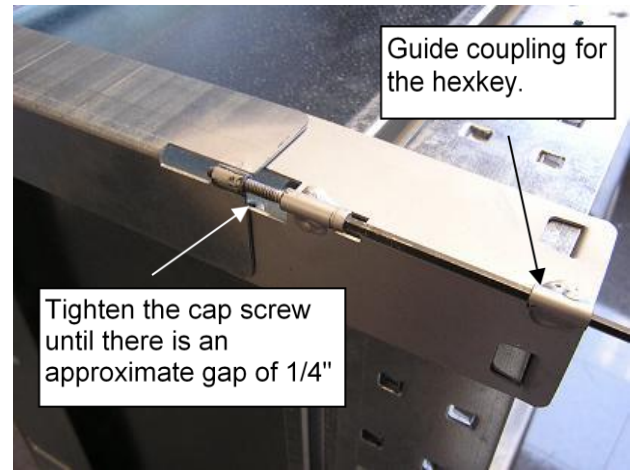


Figure 8: Tighten cap screw to 1/4" of the coupling.

**STEP 5:** Once all four corner latches have been tightened within 1/4" of the leg extension coupling, tighten each corner until the latch and leg extension coupling meet. This is shown to the right in Figure 9.

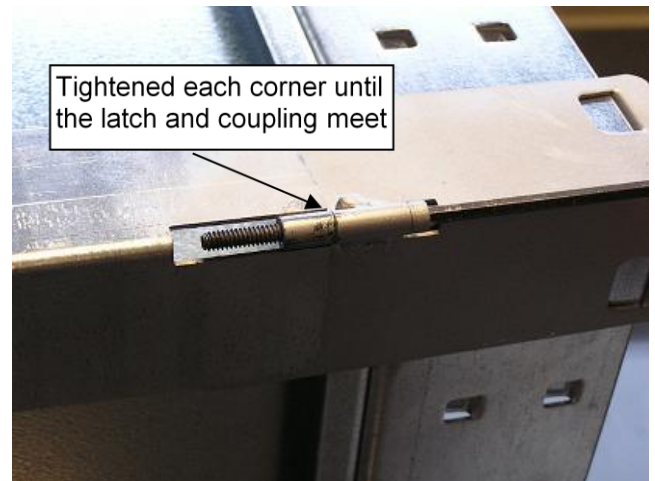


Figure 9: Tighten until latch and coupling meet.



**Figure 10: Properly installed HEPA filter.**

Once all four corners have been tightened the HEPA filter should now be properly seated and sealed. Repeat the process with all remaining filters working from the bottom to the top.

**STEP 6:** To complete the installation, add the appropriate prefilter latches to the prefilter holding frame. Once latches are installed, place the prefilter in the frame, secure with the latches and the installation is complete. Repeat with all remaining prefilters and frames.

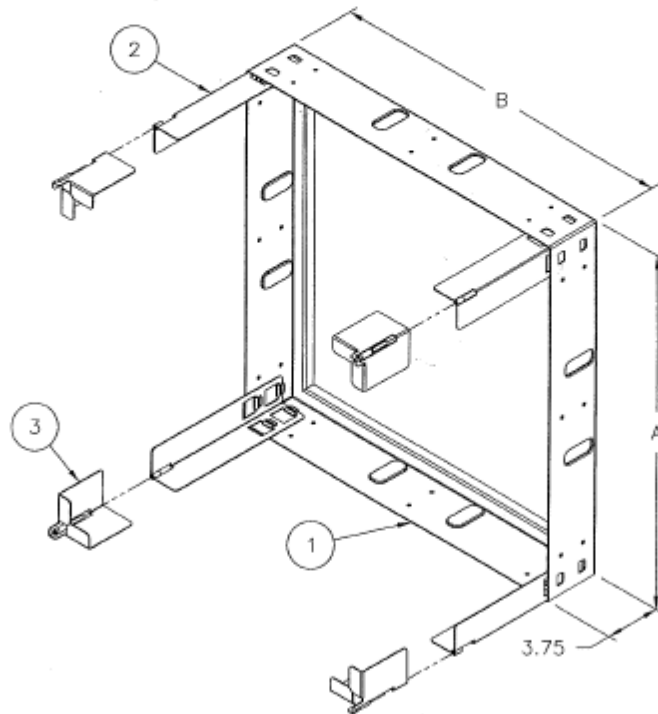


**Figure 11: Installation of prefilter into frame.**



**Figure 12: Completed assembly**

REVISIONS									
MATERIAL	HEPA FILTER SIZE	FRAME SIZE		ITEM 1: FRAME		ITEM 2: LEG		ITEM 3: LATCH	
		A	B	PART NUMBER	TOTAL QTY	PART NUMBER (4 REQ PER FRAME)	TOTAL QTY	PART NUMBER (6 REQ PER FRAME)	TOTAL QTY
		GALV	23 3/8x23 3/8x11 1/2	24	24	3061959-001		3061991-001	
GALV	11 3/8x23 3/8x11 1/2	12	24	3061967-001		3061991-001		3062007-001	
GALV	24x24x11 1/2	24.625	24.625	3061975-001		3061991-001		3062007-001	
GALV	12x24x11 1/2	12.625	24.625	3061983-001		3061991-001		3062007-001	
304 SS	23 3/8x23 3/8x11 1/2	24	24	3061959-002		3061991-002		3062007-002	
304 SS	11 3/8x23 3/8x11 1/2	12	24	3061967-002		3061991-002		3062007-002	
304 SS	24x24x11 1/2	24.625	24.625	3061975-002		3061991-002		3062007-002	
304 SS	12x24x11 1/2	12.625	24.625	3061983-002		3061991-002		3062007-002	



NOTES:

- 1) 'A' & 'B' DIMENSIONS ARE INTERCHANGABLE

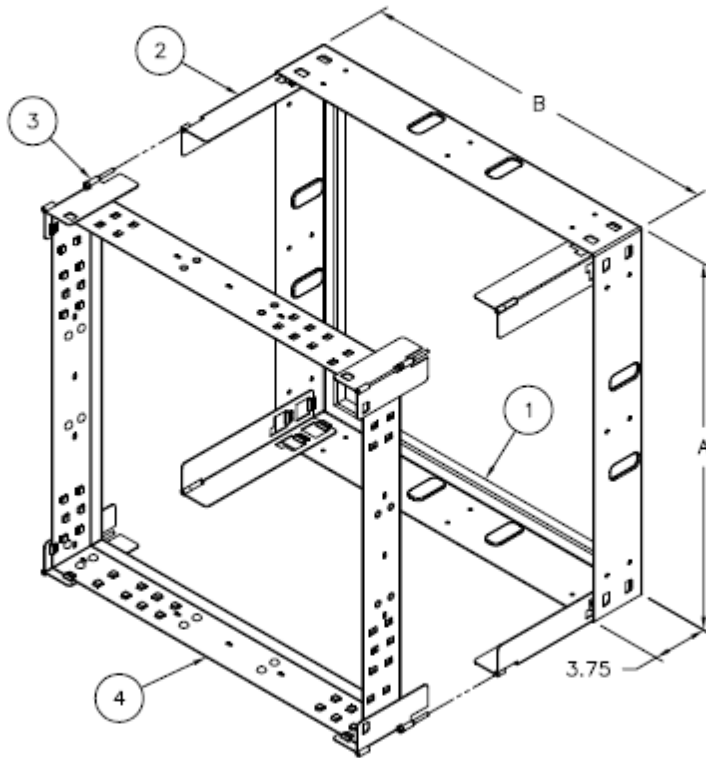
FORM 1297 REV. 5/00

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVISIONS

- (A) GRAPHICS UPDATED FOR NOTCH IN LEG  
GAC 70E110-00 70E110-RSL 19MANTO
- (B) (A01587) NOTE 3 ADDED  
GAC 21F010-00 21F010-PAA 21F010

MATERIAL	HEPA FILTER SIZE	FRAME SIZE		ITEM 1: FRAME		ITEM 2: LEG		ITEM 3: LATCH		ITEM 4: PREFILTER FRAME	
		A	B	PART NUMBER	TOTAL QTY	PART NUMBER	TOTAL QTY	PART NUMBER	TOTAL QTY	PART NUMBER	TOTAL QTY
GALV	24x24x11 1/2	24.625	24.625	3061975-001		3061991-001		3062015-001		312-600-606	
GALV	12x24x11 1/2	12.625	24.625	3061983-001		3061991-001		3062015-001		312-600-600	
304 SS	24x24x11 1/2	24.625	24.625	3061975-002		3061991-002		3062015-002		312-600-106	
304 SS	12x24x11 1/2	12.625	24.625	3061983-002		3061991-002		3062015-002		312-600-100	



NOTES:

- 1 'A' & 'B' DIMENSIONS ARE INTERCHANGABLE
- 2 LATCHES FOR PREFILTER HOLDING FRAME NOT LISTED. REFER TO AAF BULLETIN AFP-1-171 FOR LATCH INFORMATION
- 3 HEPA FILTER SHALL HAVE GASKETS ON BOTH SIDES TO SEAL THE HEPA FILTER TO THE HOLDING FRAME AND TO SEAL THE PREFILTER FRAME TO THE HEPA FILTER

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APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_