

## STANDARD OPERATING PROCEDURE

# Gas Furnace Filter Replacement

**SHOP:** Henderson HVAC Services  
**TRADE:** HVAC  
**CREATED BY:** Mike Henderson  
**DATE:** March 2026  
**VERSION:** 1.0

## SAFETY WARNINGS

- % Always turn the furnace OFF at the thermostat before beginning any service procedure.
- % Wait 5 minutes after shutoff before opening the unit — residual heat may be present.
- % Never operate the furnace without a filter installed — damage to the blower motor will occur.
- % Dispose of used filters in a sealed bag to contain dust and allergens.

## TOOLS AND MATERIALS REQUIRED

1. Replacement filter (correct size — check existing filter or unit label)
2. Flathead screwdriver (for panel clips)
3. Marker or pen (to write install date on filter)
4. Sealed plastic bag (for old filter disposal)
5. Flashlight (optional but recommended)

## PROCEDURE

### STEP 1 — Set the thermostat to OFF.

Confirm the system is completely off before touching any panels.

### STEP 2 — Locate the filter access panel.

Typically found on the return air duct side of the furnace or in the blower compartment.

### STEP 3 — Remove the access panel.

Use flathead screwdriver if clips are present. Set panel aside in a clean area.

### STEP 4 — Slide out the old filter.

Note the direction of the airflow arrow on the existing filter before removal.

**CHECK: Arrow direction before pulling out.**

### STEP 5 — Inspect the filter.

If heavily clogged with gray/black debris, note in the job record — customer may need more frequent service.

**STEP 6 — Place old filter in sealed bag immediately.**

Do not set dirty filter face-down on surfaces.

**STEP 7 — Write today's date on the new filter frame.**

Use marker. This helps the next technician know when it was last changed.

**STEP 8 — Insert new filter with arrow pointing toward the furnace/blower.**

**CHECK: Arrow direction matches airflow — toward unit, not toward return duct.**

**STEP 9 — Replace access panel firmly.**

Confirm all clips or screws are secured. A loose panel causes air bypass and noise.

**STEP 10 — Return thermostat to customer's preferred setting.**

Confirm system kicks on and runs for 60 seconds before leaving.

## COMPLETION CHECK

- Old filter removed and bagged
- New filter installed with correct airflow direction
- Install date written on new filter
- Access panel fully secured
- System confirmed running before departure

## NOTES

Most residential filters should be changed every 90 days. Homes with pets or allergies — every 30-60 days. Always upsell a filter change when on a service call — it takes 5 minutes and customers appreciate the reminder.

Common mistake: Installing filter backwards. The arrow ALWAYS points toward the blower/furnace, never toward the return duct.