

Standard Operating Procedure (SOP)

Subject: Ionizer Procedure

Created by: xxx

Effective on: xxx

Revised on:

What: Ionizer machine is utilized to remove strong odors from rooms or public areas

Purpose: To ensure all departments are properly aware of how to handle ionizer machine, which due to oxygen removal procedure, can be an hazardous machine to operate.

Only Security agents, HSKP supervisors, and managers are allowed to handle the ionizer. Room must be placed OOS in PMS while ionizer is in action

Step 1: Placing Ionizer (when odor is perceived)

- Call Security agent
- Meet at the room
- Enter room and insert the room key
- Turn the air-conditioning off, and ensure all windows are closed.
- HSKP staff/MOD enters the room and places the machine, turns it on for 1 hour on a timer (Timer might vary depending on room status). Security staff waits outside.
- HSKP staff exits the room quickly, DND or Hazard sign is placed on the door
- Security double locks the room (nobody is allowed to enter while machine is working)

Step 2: Removing the Ionizer (only after time is up)

- Call Security agent
- Meet at the room
- Security staff unlocks the room and waits outside.
- HSK staff enters the room and open windows immediately
- Remove room key.
- Remove the machine, and exit room, remove sign from the door.
- Store machine safely in storage room
- Wait approximately 15 minutes and then return to check the room for odor status. (Security not needed)

Step 3: Check status of the room

- HSKP staff returns room to check on status of odor:
- If odor disappeared no further action is needed (room can now be inspected and placed back in service)
- If odor did not disappear additional time might needed for ozone machine to clear it. in that case return to step 1 and follow procedure again)