

A Publication of

# WORKSHOP<sup>®</sup> MD

**HOW TO CHANGE / REPLACE YOUR WET/DRY VAC FILTER**



# WORKSHOP<sup>®</sup> MD

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## INTRODUCTION

### **The Problem :**

Like most vacs your wet/dry vac contains a filter, and as it becomes dirty air flow is reduced and performance effected. Further, if the filter becomes damaged debris may enter the fan and cause damage.

### **Proof :**

We know a clogged filter can block airflow. And if the airflow is blocked suction is reduced. And if blocked for extended periods of time it can put an additional stress on your vac's motor. Generally, the harder any motor works the shorter it's life is likely to be, and even if it continues to work you may have reduced performance.

### **Additional Issues :**

One does not need to be a rocket scientist to maintain their wet/dry vac filter, but many may still hold reservations. However, it is a simple process, that WORKSHOP is happy to walk through.

### **The Standard Solution:**

Most wet/dry vac companies offer some tips or guidelines in their owner's manuals on how to change your filter, but this may be the extent of the resources offered.

### **The WORKSHOP Solution :**

WORKSHOP is different. We do offer similar guidelines in our owner's manuals, and we make them available on our website as well as other document websites for user convenience, but we also offer additional resources that may assist in extending the life of your wet/dry vac and keeping optimum performance.

**CHANGE/REPLACE YOUR FILTER****5 EASY STEPS  
TO CHANGE  
YOUR WET/  
DRY VAC  
FILTER**

Most users consider wet/dry vacs powerful. None-the-less keeping your vacuum's filter maintained can improve performance.

1. ACCESS THE FILTER
2. REMOVE THE FILTER
3. CLEAN THE FILTER
4. PLACE CLEANED OR NEW FILTER
5. CONTINUE USE

## TIPS IN DEPTH

**WARNINGS AND NOTES :**

ALWAYS follow all warnings and instructions found in your owner's manual. In the event any information found here conflicts with your specific owner's manual that came with your product then that information supersedes anything found herewith in. Do not operate your vacuum without the correct filter cage and float, as they prevent liquid from entering the impeller and damaging the motor.

**ACCESS THE FILTER :**

Before accessing it is always advisable to unplug the unit. The Filter is accessed by separating the motor from the dust drum. This usually involves unlatching and removing the dust drum from the motor cover. This process varies depending on the brand and model of your wet/dry vacuum. However, typically this is the same procedure used when emptying the vac. For further details refer to the Owner's Manual.

**NUMBER 1-  
ACCESS THE  
FILTER**

**REMOVE THE FILTER:**

The process of removing the filter from the filter assembly or cage will vary by brand. There are many methods of holding the filter onto the assembly. Each method will require different steps to remove.

**NUMBER 2-  
REMOVE THE  
FILTER**

1. **The Filter Plate & Nut;** This is a separate plate that fits onto the end of the filter. The filter cage or assembly has a threaded stud that goes through this plate, and a nut is used to hold the filter and plate securely in place.
  - First unscrew the filter nut from the threaded cage stud.

## TIPS IN DEPTH

- Remove filter nut.
  - Second pop the filter plate off of the end of the filter
  - Remove filter plate from filter and stud.
  - Slide filter off of cage/assembly.
  - Be sure not to loose or misplace these parts they will be needed when returning a cleaned or new filter.
2. **The Screw Cap**; This is similar to the Filter Plate & Nut but the Cap is larger and is typically in some manner threaded. This method reduces the pieces you have to keep track of by combining the plate and the nut. The cap acts as both plate and nut, and is attached to the filter cage by twisting or screwing clockwise to securely hold the filter.
- First unscrew or untwist the cap (counter clockwise).
  - Remove cap from the filter and filter cage.
  - Slide filter off of cage/assembly.
  - Like in Method one be sure not to loose or misplace these the cap because it is needed when returning a cleaned or new filter.
3. **Qwik Lock™ Fastening System**; Qwick Lock™ is a patented fastening system used by a couple of the top brands including WORKSHOP. This system removes all extra pieces to keep track of and makes filter replacement and changes a snap. It does this by integrating the plate into the filter and using a specially designed filter cage and stud to hold the filter securely into place.
- First hold the Filter Tabs of the Qwik Lock™ filter in each hand.

## TIPS IN DEPTH

- With one thumb on the Qwik Lock™ stud (part of the cage), which protrudes through the integrated filter plate, lift up on the filter tabs while pushing down on the stud. This action will cause the filter to release from the filter cage.
  - Slide filter off cage.
  - There are no parts to keep track of.
4. **Retaining Band;** Another method used for specialty filters and filter bags is to use a retaining band. Though this is not as often used with a cartridge style filter. The band can be metal requiring a screwdriver to tighten or loosen, or rubber that is stretch tight to hold the filter in place
- Remove the retainer band carefully to not tear the filter
  - Remove the filter bag from the filter cage.

**CLEAN THE FILTER:**

If cleaning is recommended for your filter and your filter is in overall good shape, or has light debris clogging the paper pleats (or filter material) then you should clean your filter. Otherwise replace with a new filter designed to fit your wet/dry vac. Note: These may come in various levels of filtration. Choose one that is most appropriate for your task.

While “cleaning your filter” will be covered more thoroughly in another article this task may include or require:

- Tapping filter on the side of a trash can to dislodge debris.
- Blowing off the filter using compressed air (The PSI would need to be

**NUMBER 3-  
CLEAN THE  
FILTER**

## TIPS IN DEPTH

- set high enough to remove debris without damaging the filter)
- Washing with water (Note : Most filters are not designed for a thorough washing with water and this may destroy the filter or shorten its life.)

**WARNING :**

Some of these procedures may likely cause a dust cloud, and the debris will be thrown into the air. It is recommended to do this outside, or in a well ventilated area. If you have allergies or health issues the cost of a new filter may not justify attempting to clean it.

**NUMBER 4-  
REPLACE THE  
FILTER****REPLACE THE FILTER:**

The procedure for replacing your filter is similar to the steps used when removing it from the filter assembly or cage. If you have a filter plate and nut or screw cap method of securing the filter then reverse the steps taken when removing the old or dirty filter. The steps for installing a Qwik Lock™ filter is slightly different, but just as quick and easy:

- Carefully slide the Qwik Lock™ Filter over the Filter cage and press down on the outside edge of the Filter until the rubber gasket on the bottom of the filter seats securely around the base of the Filter cage and against the lid.
- Align the small center hole in the top of the filter over the Qwik Lock™ stud on the Filter cage. Press firmly on top of the Filter near the stud to allow the filter to snap over the ball on the end of the stud. The filter is now attached.

**TIPS IN DEPTH**

To install a filter using a retaining band:

- Place the replacement filter on the filter cage
- Fold around the cage until open end(s) touches bottom of lid or base of the filter assembly.
- Install the retainer band around the filter bag, locating it over any specialized ribs or tabs designed to hold the filter and band.

**Note:** In all methods of securing the filter make sure the filter is firmly sealed against the lid or base of the filter assembly. Failure to properly seat the filter or a filter's gasket could result in debris bypassing the Filter and possibly be blown back into the air.

**MAKE SURE SECURE & USE:**

If you are confident the filter is properly attached then return and latch the motor cover onto the dust drum and continue use in accordance with your owner's manual.

**NUMBER 5-  
CONTINUE  
USE**

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