

Recommended Maintenance Schedule

PROCEDURE	FREQUENCY
1. Clean pan strainer	Monthly or as needed
2. Clean and flush pan**	Quarterly or as needed
3. Check bleed-off valve to make sure it is operative	Monthly
4. Check operating level in pan and adjust float valve if necessary	Monthly
5. Check water distribution system and spray pattern	Monthly
6. Check drift eliminators	Quarterly
7. Check the fan blades for cracks, missing balancing weights loose weight port caps and open drain holes (Super Low Sound Fans) and vibrations	Quarterly
8. Check sheaves, bushings, fan shafts and fan hubs for corrosion. Scrape and coat with ZRC	Annually
9. Inspect lubrication lines to bearings	Quarterly
10. Lubricate fan shaft bearings*	Every 1000 hours of operation (or every three months)
11. Check belt tension and adjust	Monthly
12. Sliding motor base – Inspect and grease	Annually or as needed
13. Check fan screens, inlet louvers and fans. Remove any dirt or debris	Monthly or as needed
14. Inspect and clean protective finish - Galvanized: scrape and coat with ZRC - Stainless: clean and polish with a stainless steel cleaner.	Annually
15. Check water quality for biological contamination. Clean unit as needed and contact a water treatment company for recommended water treatment program**	Regularly

OPTIONAL ACCESSORIES:

1. Gear Reducer – Check oil level with unit stopped	24 hours after startup & monthly
2. Gear Reducer/Piping – Do visual inspection for oil leaks, auditory inspection for unusual noises and vibrations	Monthly
3. Gear Reducer – Replace oil	Semiannually
4. Oil Pump – Do visual inspection for leaks and proper wiring	Monthly
5. Gear Reducer/Coupling – Check alignment of the system	24 hours after startup & monthly
6. Coupling/Shaft – Inspect flex elements and hardware for tightness, proper torque & crack/deterioration	Monthly
7. Heater Controller – Inspect controller and clean probe ends	Quarterly
8. Heater – Inspect junction box for loose wiring and moisture	One month after startup and semiannually

* See maintenance manual for startup instructions and lubrication recommendations.

** Cooling towers must be cleaned on a regular basis to prevent the growth of bacteria including Legionella Pneumophila.

Recommended Maintenance Schedule (Continued)

OPTIONAL ACCESSORIES:

9. Heater – Inspect elements for scale buildup	Quarterly
10. Electronic Water Level Controller – Inspect junction box for loose wiring and moisture	Semiannually
11. Electronic Water Level Controller – Clean probe ends of scale buildup	Quarterly or as needed
12. Electronic Water Level Controller – Clean inside the standpipe	Annually
13. Solenoid Makeup Valve – Inspect and clean valve and strainer of debris	As needed
14. Vibration Switch (mechanical) – Inspect enclosure for loose wiring and moisture	One month after startup and monthly
15. Vibration Switch – Adjust the sensitivity	During startup and annually
16. Sump Sweeper Piping – Inspect and clean piping of debris	Semiannually
17. Water Level Indicator – Inspect and clean	Annually

DURING IDLE PERIODS:

IDLE PERIOD	RECOMMENDED ACTION	FREQUENCY
Two or More Days	Energize motor space heaters - or run motors for 10 minutes	Twice daily
A Few Weeks	Run gear reducer for 5 minutes	Weekly
Several Weeks	Completely fill gear reducer with oil. Drain to normal level prior to running.	Once
One Month or Longer	Rotate motor shaft/fan 10 turns	Biweekly
	Megger test motor windings	Semiannually