



**OPERATION AND MAINTENANCE SCHEDULE**

TYPE OF SERVICE	START-UP	MONTHLY	EVERY 3 MONTHS	EVERY 6 MONTHS	SHUTDOWN	ANNUALLY
Inspect General Condition of Unit	X	X				
Clean debris from unit	X	X			X	
Clean and flush sump	X	X			X	
Clean sump strainer	X	X			X	
Check and adjust sump water level	X	X				
Inspect heat transfer section	X	X				
Inspect spray nozzles	X	X				
Check and adjust fan belt tension	X	X				
Check and adjust bleed rate	X	X				
Check operation of make-up valve	X	X				
Check unit for unusual noise or vibration	X	X				
Check fan bearing locking collars	X			X		
Check motor voltage current	X			X		
Lubricate fan shaft bearings	X	X			X	
Lubricate motor base adjusting screws	X			X	X	
Lubricate the fan and pump motors				X		
Check fan for rotation without obstruction	X	X				
Check fan and pump motor for proper rotation	X					
Drain sump and piping					X	
Inspect protective finish					X	X
Lubricate capacity control and/or discharge closure damper bearings and working joints	X		X		X	
Inspect/adjust damper linkage	X	X			X	
Inspect electric pan water level control "stilling chamber"	X		X		X	



**Before performing any maintenance or inspection, make certain that all power has been disconnected.**

**SAFETY**

Adequate precautions should be taken to safeguard the equipment and the premises from damage and the public from possible injury as appropriate for the installation and location of these products.

**FREEZE PROTECTION**

These products must be protected against damage and/or reduced effectiveness due to possible freeze-up by mechanical and operating methods. Please refer to the Cold Weather Operation guidelines