



INSTALLATION/START-UP CHECKLIST

Become familiar with the equipment by looking at the fan assembly drawing for special instructions and accessories.

INITIAL FAN CHECK

- Inspect fan for damage
- Check foundation, prepare for shims
- Shim fan shaft level to 0.002"/ft
- Are the bolts tight
- Check to see if the fan is distorted by the foundation and/or ductwork
Note: Applies to direct or isolation mount.
- Check fan interior for debris and standing water

Fan Wheel

- Wheel clearance checked
- Wheel overlap checked
- Fasteners tight
- Wheel rotates freely

Springs (if equipped)

- Springs adjusted properly
- Flex joints allow movement
- Electrical conduit allows movement

Bearings

- Bearings aligned
- Bearings greased
Note: Rotate while greasing
- Setscrews tight (if equipped)

Lube Lines

- Lube lines been charged with grease prior to connecting to bearings

V-Belts (if equipped)

- V-belt drives aligned
- Sheaves retightened
- Belt tension correct
- Motor bolts retightened

Couplings (if equipped)

- Coupling aligned
- Coupling gap checked
- Coupling lubricated

Accessories

- Guards installed correctly, do not rub
- VIV/damper rotates freely (if equipped)
- Other accessories per drawing



WARNING

Verify that proper safety precautions have been followed. Electrical power must be locked off.

ELECTRICAL COMPONENTS

- Motor wired for proper voltage and starter
- Motor grounded
- Appropriate starter and heaters
- Leads are properly insulated
- Accessories wired per instructions supplied.

ENERGIZE

- Energize motor long enough to start assembly rotating, shut down
- Verify direction of wheel rotation, rewire if necessary *Note: Refer to wheel rotation section*
- Run the fan up to speed
- Check for excess vibration and listen for unusual noise. Refer to the Vibration Guidelines table in the troubleshooting guidelines section for vibration limits
- Proceed to grout
- Bearing temperatures should stabilize after a few hours. Less than 200°F
Note: Use sense of smell to identify possible electrical, belt issues.

AFTER ONE WEEK

- Verify bolt tightness
- Verify belt tension and adjust as necessary

NOTICE

Always observe site specific and regulatory safety precautions.

SERIAL NUMBER: _____

COMPLETED BY: _____

DATE COMPLETED: _____

