



# 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
- Level the fan
- Check bolt tightness
- 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 Impeller

- Impeller clearance checked
- Impeller overlap checked
- Fasteners tight
- Impeller 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*
- Set screws tight (if equipped)

### Lube Lines

- Lube lines have 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 impeller rotation, rewire if necessary *Note: Refer to Impeller Rotation section*
- Run the fan up to speed
- Check for excess vibration and listen for unusual noise.
- 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: \_\_\_\_\_

