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: ________________________

Twin City Fan