



LONG-TERM STORAGE INSTRUCTIONS

Note: Failure to adhere to these instructions voids all warranties in their entirety.

1. Site Selection
 - (a) Level, well-drained, firm surface, clean, dry and warm location.
 - (b) Isolated from possibility of physical damage from construction vehicles, erection equipment, etc.
 - (c) Accessible for periodical inspection and maintenance.
2. The fan should be supported under each corner of its base to allow it to “breathe”. Supports (2 x 4’s, timbers, or railroad ties) should be placed diagonally under each corner.
3. Initial inspections must be made of the following protective devices and immediate correction action taken if discrepancies are found, to insure adequate protection of the equipment during storage:
 - (a) On belt driven and arrangement #8 fans, the fan shaft must be coated with a rust inhibitor coating.
 - (b) Fan bearings should be completely filled with lubricant to minimize the chance of oxidization or rust.
 - (c) The tension on belt drive units should be reduced during long-term storage.

Storage/Maintenance

<u>Item</u>	<u>Period</u>	<u>Action</u>
1	Within 1 month.	Reinspect units to insure any protective devices used are functioning properly. Check for scratches in the finish which will allow rust or corrosion to form.
2	Within 2 months and every 2 months thereafter.	Rotate wheel or propeller shaft a minimum of ten full revolutions. Repeat Item 1.

4. If the equipment is to be stored for a period exceeding six (6) months, the entire fan, including inlet and outlet openings, and if supplied, shaft, bearings, drives, motor, and damper, must be loosely covered with plastic, but must not be tightly wrapped.

Periodic inspection and maintenance log information required during storage. If used for multiple units a separate log is required for each fan.

General Motor Procedure

If the motor is not put into service immediately, the motor must be stored in a clean, dry and warm location. Several precautionary steps must be performed to avoid motor damage during storage.

1. Use a “Megger” periodically to ensure that the integrity of the winding insulation has been maintained. Record the Megger readings. Immediately investigate any significant drop in insulation resistance.
2. Do not lubricate bearings during storage. Motor bearings are packed with grease at the factory. Excessive grease can damage insulation quality.

October 2000

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3. Rotate motor shaft at least 10 turns every two months during storage (more frequently if possible). This will prevent bearing damage due to storage.
4. If the storage location is damp or humid, the motor windings must be protected from moisture. This can be done by applying power to the motor's space heater (if available) while the motor is in storage.

Note

For specific storage instructions concerning actual motor supplied, please refer to the motor manufacturer's instructions that are shipped with the unit.

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