

Fan Maintenance Guide

1. Fans should be mounted on rigid foundation or supports. For specific requirements, see fan manufacturer instructions.
2. Check the anchor bolts periodically to see that the vibration has not loosened or damaged the fittings. Bearings should be periodically lubricated in accordance with the bearing manufacturer's lubrication instructions. Bearings should be removed, inspected, and replaced, if necessary, as soon as excessive fan shaft vibration becomes apparent. Also, check the shaft itself for such damage as scoring or heat cracks. Never over lubricated bearings.
3. Impellers should be inspected at regular intervals for imbalance due to deposited materials on the blades. Critical clearances between impeller, inlet rings, and fan housing should be checked and maintained in the same conditions as when the fan was installed. Similarly, the conditions of key ways and/or setscrews should be checked.
4. Belt tension should be maintained to prevent undue slippage or unnecessary stress on bearings (both motor and fan).
5. Most fan motors are mounted on sliding bases. Make sure the base is secure.
6. Large fan motors may be supplied with a pivoting motor base. This type of base automatically controls belt tension to respond to each change in load when properly adjusted. The tension is determined by the amount of offset of the motor with respect to the pivot point. To level the motor, loosen the cradle bolts at the ends of the pivot and adjust the take up screws on the lower part of the base until the motor is level. Tighten the cradle bolts.
7. Worn belts should be replaced; thus, spare V-belts should be maintained in stock. To change V-belts, loosen the bolts holding the motor to its base, remove worn belt and replace with new one. Make adjustments for proper tension and tighten bolts securely.
8. V-Belt sheaves should be replaced when groove wear interferes with the efficient functioning of the drive.
9. For fans with a modulation inlet damper, check the linkage for binding monthly.