

Installation Check List for fan

Owner:

Project: Name of Fan:

Contractor:: ID NO.:

Date of Inspection: Manufacturer:

Inspected By: Reference Drawing:.....

CHECK LIST NO.

✓	<u>Before starting the fan:</u>
	All packing material removed.
	No external damage.
	Cleanliness (outside, inside and surrounding)
	All Gaskets intact.
	Space available for maintenance and repair work.
	Suffecent distance from the wall for fans with free inlet (not ducted).
	Foundation or supporting structure being leveled.
	Anti-vibration supports are installed.
	Transportation fixations are removed.
	Bearings of the fan and motor are correctly lubricated.
	all bolts are fully tightened, particularly the bolts of the supports, foundations, pulley bushes, coupling joints, the motor and the head screw of the impeller.
	No foreign matter inside the fan. Rotate the impeller by hand to be sure that it does not touch the walls.
	Check the alignment of pulleys or coupling joints.
	Check tension of the belts.
	Manually all parts rotate freely.
	All protection guards are fitted and make sure that the screws are fully tightened.
	Access doors are closed.
	Protection screens are installed for not ducted fan inlet or outlet.
	Correct earthling connections.
	Fan properly connected to the ducting system.
	Flexible duct connectors are not damaged.
✓	<u>Initial start to check:</u>
	The rotating direction is the same as the one shown on the target. If it goes different direction, shut off the power supply and reverse the phases in the connectio box.
	Restart the motor and control if the bearings of the fan don't heat too much.
	After one hour running check the lock of all the screws and bolts.
	Tension of the belts after 2-4-8 hours of working.