



MAINTENANCE CHECKLIST



PROCEDURE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1. Clean pan strainer – monthly or as needed												
2. Clean and flush pan** – quarterly or as needed												
3. Check bleed-off valve to make sure it is operative – monthly												
4. Lubricate pump and pump motor according to manufacturer's instructions												
5. Check operating level in pan and adjust float valve if necessary – monthly												
6. Check water distribution system and spray pattern – monthly												
7. Check drift eliminators – quarterly												
8. Check the fan blades for cracks, missing balancing weights, and vibrations - quarterly												
9. Lubricate fan shaft bearings* - every 1000 hours or every three months												
10. Lubricate fan motor bearings – see mfg's instructions. Typically for non-sealed bearings, every 2-3 years												
11. Check belt tension and adjust – monthly												
12. Sliding motor base – Inspect and grease – annually or as needed												
13. Check fan screens, inlet louvers and fans. Remove any dirt or debris - monthly												
14. Inspect and clean protective finish – annually -Galvanized: scrape and coat with ZRC -Stainless: clean and polish with a stainless steel cleaner.												
15. Check water quality for biological contamination. Clean unit as needed and contact a water treatment company for recommended water treatment program** – regularly												

OPTIONAL ACCESSORIES:

1. Gear Reducer – Check oil level with unit stopped – 24 hours after start-up & monthly												
2. Gear Reducer/Piping – Do visual inspection for oil leaks, auditory inspection for unusual noises and vibrations – monthly												
3. Gear Reducer - Replace oil – semi-annually												
4. Oil Pump – Do visual inspection for leaks and proper wiring – monthly												
5. Gear Reducer/Coupling – Check alignment of the system – 24 hours after start-up & monthly												

*See maintenance manual for start-up instructions and lubrication recommendations

** Cooling Towers must be cleaned on a regular basis to prevent the growth of bacteria including Legionella Pneumophila

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6. Coupling/Shaft – Inspect flex elements and hardware for tightness, proper torque & crack/deterioration – monthly												
7. Heater Controller – Inspect controller and clean between probe ends – quarterly												
8. Heater – Inspect junction box for loose wiring and moisture – one month after start-up and semi-annually												
9. Heater – Inspect elements for scale build-up – quarterly												
10. Electronic Water Level Controller – Inspect junction box for loose wiring and moisture – semi-annually												
11. Electronic Water Level Controller – Clean probe ends of scale build-up – quarterly												
12. Electronic Water Level Controller – Clean inside the standpipe – annually												
13. Solenoid Make-up Valve – Inspect and clean valve of debris – as needed												
14. Vibration Switch (mechanical) – Inspect enclosure for loose wiring and moisture – one month after start-up and monthly												
15. Vibration Switch – Adjust the sensitivity – during start-up and annually												
16. Positive Closure Dampers – Check and lubricate the linkage – monthly												
17. Insulation – Check for damage/cracks and repair as necessary – semi-annually												
18. Sump Sweeper Piping – Inspect and clean piping of debris – semi-annually												
19. Water Level Indicator – Inspect and clean – annually												

DURING IDLE PERIODS:

1. Few Weeks: Run gear reducer for 5 minutes – weekly												
2. Several Weeks: Completely fill gear reducer with oil. Drain to normal level prior to running.												
3. One Month or longer: Rotate motor shaft/fan 10 turns – bi-weekly												
4. One Month or longer: Megger test motor windings – semi-annually												

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