

# maintenance schedule

Maintenance Service	Monthly	Semi-annually	Seasonal Startup or Annually
Inspect General Condition and Operation	x		x
<b>Observe Operation of:</b>			
Mechanical—motor, fan and drive mechanism	x		x
Makeup valve (if equipped)	x		x
Inspect for unusual noise or vibration	x		x
<b>Inspect and Clean:</b>			
Air inlet	x		x
PVC drift eliminators	x		x
Distribution basin, nozzles and collection basin	x		x
Fan motor exterior	x		x
<b>Check:</b>			
Collection water basin level	x		x
Blowdown—adjust as required	x		x
<b>Marley Horizontal Control (HC) Valves (if equipped)</b>		x	
<b>Geared Drive (if equipped):</b>			
Check for loose fasteners including oil drain plug			x
Check for / repair oil leaks	x		x
Check oil level	x		x
Change oil		R	
Make sure vent is open		x	x
Check driveshaft or coupling alignment			x
Check for loose driveshaft or coupling fasteners			x
Check driveshaft or coupling bushings or flex element for unusual wear		x	x
<b>Lube lines (if equipped):</b>			
Check for oil leaks in hoses or fittings	x	R	x
<b>Belt drive (if equipped):</b>			
Fan shaft bearing lubrication (every 3 mo.)		every 3 months	every 3 months
Check and tighten support fasteners			x
Check shaft, sheave and belt alignment			x
Check belt tension and condition		x	x
Check sheave bushing fastener torque			x
<b>Fan:</b>			
Check and tighten blade and hub fasteners		R	x
Check fan blade pitch and tip clearance			x
Check fan cylinder for loose fasteners		R	x
<b>Motor:</b>			
Lubricate (if required)			R
Check mounting bolts for tightness			x
Operate at least	3 hours a month	3 hours a month	3 hours a month
<b>Basin Heater (if equipped):</b>			
Check for proper operation of temp/low water level sensor			x
Inspect/clean buildup of contaminant from sensor		x	x
<b>Structure:</b>			
Inspect/tighten all fasteners		x	x
Inspect and touch up all metal surfaces			x

R – Refer to Component User Manual

**Note:** It is recommended at least weekly, that the general operation and condition be observed. Pay attention to any changes in sound or vibration that may signify a need for closer inspection.