



DHK & DHK-NW Centrifugal Fiberglass Fan

OPERATION CHECK LIST / START-UP REPORT

Project Name: _____

M.K. Plastics Representative Name: _____

DHK Fan Size #: _____

DHK Serial #: _____

Date of Start-Up: _____

Electrical

Voltage/Cycle/Phase: _____ Motor HP: _____ Nameplate Amperage: _____

Check Max. Supply Amperage	<input type="checkbox"/>	Main Supply Voltage	L1-L2	<input type="text"/>	Motor Amps	L1-L2	<input type="text"/>
			L1-L3	<input type="text"/>		L1-L3	<input type="text"/>
			L2-L3	<input type="text"/>		L2-L3	<input type="text"/>

Operation Check List

Verify that proper safety precautions have been followed:

- Electrical power must be locked off.

Check fan mechanism components:

- | | |
|--|--|
| <input type="checkbox"/> Duct system complete, connections checked | <input type="checkbox"/> Fan has been leveled |
| <input type="checkbox"/> Check for debris in & around fan | <input type="checkbox"/> Check fan drain for plug or valve |
| <input type="checkbox"/> Check for free movement of fan | <input type="checkbox"/> Discharge & inlet ducting installed & secured |
| <input type="checkbox"/> Bearings are properly lubricated | <input type="checkbox"/> Check position of guards/weather cover to prevent rubbing |
| <input type="checkbox"/> Rotate impeller by hand to verify it has not shifted during transit | <input type="checkbox"/> Check fan/impeller overlap (see IO&M manual for details) |
| <input type="checkbox"/> Check access door is secured | <input type="checkbox"/> Grounding strap properly grounded (if supplied) |

Check fan electrical components:

- | | |
|---|---|
| <input type="checkbox"/> Motor is wired for proper supply voltage | <input type="checkbox"/> Motor is properly grounded |
| <input type="checkbox"/> All leads are properly grounded | <input type="checkbox"/> Wiring checked (see IO&M manual) |

Check system accessories (if supplied):

- | | |
|---|---|
| <input type="checkbox"/> Check vibration isolators spring tension & clearance | <input type="checkbox"/> Fan isolators fastened to equipment support |
| <input type="checkbox"/> Check attachment of flexible connectors | <input type="checkbox"/> Isolation/backdraft dampers in place & secured |
| <input type="checkbox"/> Check attachment of control actuators to dampers (if applicable) | |

Trial "bump":

- Turn on power just long enough to start assembly rotating
- Check drive alignment & tension (see IO&M manual)
- Run unit up to speed
- Check rotation of the wheel, make sure it is the same as indicated by the arrow marked **Rotation**
- Correct any problems which may have been found. Perform check list again until operating properly

Check hardware:

- Setscrews attaching wheel hub to shaft (checked for tightness)
- Setscrews in drive sheaves or coupling (checked for tightness)
- Nuts holding guards/weather cover (checked for tightness)
- Bolts in taper-lock bushings (checked for tightness)
- Nuts on the inlet sleeve/cone (checked for tightness)
- Nuts & bolts holding the motor (checked for tightness)
- Grease line connections (checked for tightness)
- Nuts & bolts holding the fan bearings (checked for tightness)

Note: after one week of operation, check all nuts, bolts and setscrews and tighten if necessary.

Operational checks:

- Check for excessive vibration
- Check for unusual noise
- Check for squealing (improper belt alignment/tension)
- Check vibration isolator movement during operation
- Check for bearing noise
- Check if damper actuators/damper blades open & close

Note: if a problem is discovered, immediately shut the fan off. Lock out all electrical power and check for the cause of the trouble.

Comments (include problems & repairs):

Please indicate the name of 'party' who will be responsible for equipment maintenance from this point forward:

I have clearly communicated the maintenance requirements to that 'party':

Technician Signature: _____

Date: _____