

# PIVOT 2.0 MAINTENANCE

Please take a few moments each year to perform the following preventive maintenance inspection on your fan to ensure its safe and efficient operation using the Annual Maintenance Checklist.

## Annual preventive maintenance

1. Ceiling-mounted fans: Check the upper safety cable and shackle. The cable should be wrapped tightly around the building structure, leaving as little slack as possible. The shackle should be securely tightened and located on the topside of the structure.
2. Column-mounted fans: Check the upper safety cable. The cable loops should be bolted to the safety cable mounting bracket on the column and to the lower yoke. Ensure both bolts are torqued to **40 ft·lb (54.2 N·m)**.
3. Check the lower safety cable (ceiling- and column-mounted fans). The cable should be looped around the motor shaft and bolted to the bottom of the extension tube. Ensure the bolt is torqued to **40 ft·lb (54.2 N·m)**.
4. Make sure all mounting bolts are present and torqued to **40 ft·lb (54.2 N·m)**.
5. Column-mounted fans: Make sure all column mount hardware is present and torqued to **60 ft·lb (81.4 N·m)**.
6. Ensure all airfoils are secured to one another by airfoil retainers.
7. Ensure all bolts securing the airfoils to the fan are present and torqued to **29 ft·lb (39.3 N·m)**.
8. Ensure the bolts securing the winglets to the airfoils are securely tightened.
9. Make sure all cage hardware is present and secure.
10. Inspect the whole fan for signs of corrosion, discoloration, pitting, or flaking of metal.
11. Check guy wires (if installed) for fraying or damage.

## General preventive maintenance

- Verify proper fan rotation. The fan should be rotating counterclockwise when viewed from the floor.
- Dust the airfoils, motor, and motor housing. If desired, use a gentle cleaner or degreasing agent to polish the airfoils. Do *not* use Clorox® or other chlorine-based cleaners! This could result in the release of toxic/fatal fumes. Do not use cleansers on the electronics enclosure.
- Observe the motion of the fan during operation. The fan should not wobble or gyrate. If any wobble is noticed, ensure the mounting structure is rigid enough to support the fan. If guy wires were used, make sure they are sufficiently taut. If guy wires were not used, installing them is recommended. Contact Customer Service if wobbling persists.

*For questions or help with maintenance, call Customer Service at 1-877-BIG-FANS.*

# ANNUAL MAINTENANCE CHECKLIST

**Fan Model:**

**Serial #:**

**Location:**

**Fan Model:**

**Serial #:**

**Location:**

**Fan Model:**

**Serial #:**

**Location:**

Date	Initials

Date	Initials

Date	Initials

