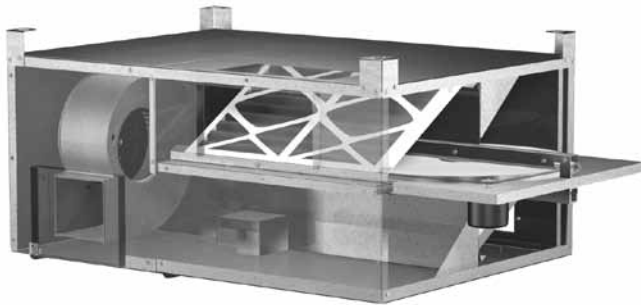


## Installation, Operation and Maintenance Manual

Please read and save these instructions for future reference. Read carefully before attempting to assemble, install, operate or maintain the product described. Protect yourself and others by observing all safety information. Failure to comply with instructions could result in personal injury and/or property damage!

### Model MiniVent-450 & 750



Energy recovery wheels are certified by the AHRI Air-to-Air Energy Recovery Ventilation Equipment Certification Program in accordance with AHRI Standard 1060. Actual performance in packaged equipment may vary.

Certified Ratings are available in the Certified Product Directory at [www.ahridirectory.org](http://www.ahridirectory.org)

### General Safety Information

Only qualified personnel should install this system. Personnel should have a clear understanding of these instructions and should be aware of general safety precautions. Improper installation can result in electric shock, possible injury due to coming in contact with moving parts, as well as other potential hazards. Other considerations may be required if high winds or seismic activity are present. If more information is needed, contact a licensed professional engineer before moving forward.

#### **DANGER**

Always disconnect power before working on or near this equipment. Lock and tag the disconnect switch or breaker to prevent accidental power up.

#### **CAUTION**

When servicing the unit, the internal components may be hot enough to cause pain or injury. Allow time for cooling before servicing.

#### **CAUTION**

Precaution should be taken in explosive atmospheres.

1. Follow all local electrical and safety codes, as well as the National Electrical Code (NEC), the National Fire Protection Agency (NFPA), where applicable. Follow the Canadian Electric Code (CEC) in Canada.
2. All moving parts must be free to rotate without striking or rubbing any stationary objects.
3. Unit must be securely and adequately grounded.
4. Do not spin fan wheel faster than maximum cataloged fan RPM. Adjustments to fan speed significantly affects motor load. If the fan RPM is changed, the motor current should be checked to make sure it is not exceeding the motor nameplate amps.
5. Do not allow the power cable to kink or come in contact with oil, grease, hot surfaces or chemicals. Replace cord immediately if damaged.
6. Verify that the power source is compatible with the equipment.
7. Never open access doors to the unit while it is running.

## Receiving

Upon receiving the product, check to make sure all items are accounted for by referencing the bill of lading to ensure all items were received. Inspect each crate for shipping damage before accepting delivery. Notify the carrier if any damage is noticed. The carrier will make notification on the delivery receipt acknowledging any damage to the product. All damage should be noted on all the copies of the bill of lading which is countersigned by the delivering carrier. A Carrier Inspection Report should be filled out by the carrier upon arrival and reported to the Traffic Department. If damaged upon arrival, file claim with carrier. Any physical damage to the unit after acceptance is not the responsibility of Greenheck Fan Corporation.

## Unpacking

Verify that all required parts and the correct quantity of each item have been received. If any items are missing, report shortages to your local representative to arrange for obtaining missing parts. Sometimes it is not possible that all items for the unit be shipped together due to availability of transportation and truck space. Confirmation of shipment(s) must be limited to only items on the bill of lading.

## Handling

Units are to be rigged and moved by the provided lifting points or fork lifting points (see page 4). Handle each piece in such a way as to keep from scratching or chipping the coating. Damaged finish may reduce ability of the unit to resist corrosion.

## Storage

Units are protected against damage during shipment. If the unit cannot be installed and operated immediately, precautions need to be taken to prevent deterioration of the unit during storage. The user assumes responsibility of the unit and accessories while in storage. The manufacturer will not be responsible for damage during storage. These suggestions are provided solely as a convenience to the user.

## Inspection and Maintenance during Storage

While in storage, inspect units once per month. Keep a record of inspection and maintenance performed. If moisture or dirt accumulations are found on parts, the source should be located and eliminated. At each inspection, rotate all moving components by hand ten to fifteen revolutions to distribute lubricant on motor and bearings. If paint deterioration begins, consideration should be given to touch-up or repainting. Units with special coatings may require special techniques for touch-up or repair.

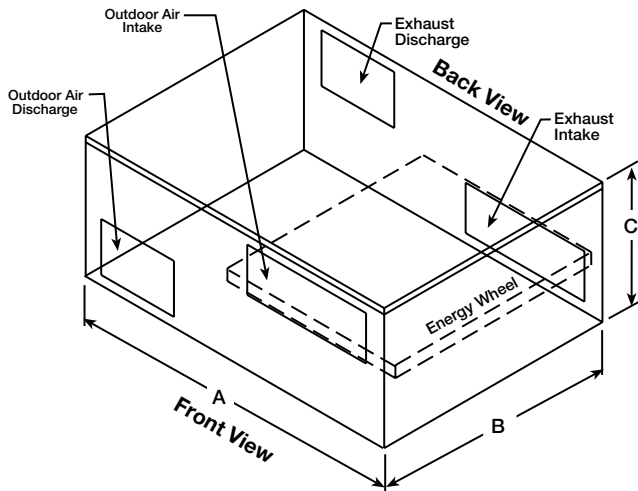
Machined parts coated with rust preventive should be restored to good condition promptly if signs of rust occur. Immediately remove the original rust preventive coating with petroleum solvent and clean with lint-free cloths. Polish any remaining rust from surface with crocus cloth or fine emery paper and oil. Do not destroy the continuity of the surfaces. Wipe clean thoroughly with Tectyl® 506 (Ashland Inc.) or the equivalent. For hard to reach internal surfaces or for occasional use, consider using Tectyl® 511M Rust Preventive or WD-40® or the equivalent.

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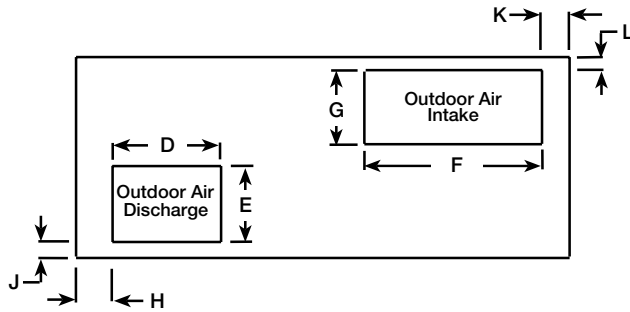


## Dimensional Data and Weights

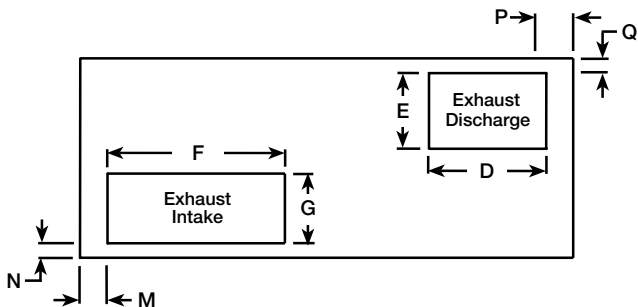


MiniVent	A	B	C	Weight (lbs.)
450	40	29	18	150
750	46	36	22	210

All dimensions are in inches.



Front View



Back View

MiniVent	D	E	F	G	H	J	K	L	M	N	P	Q
450	10	8	12	6	4 <sup>3</sup> / <sub>8</sub>	1 <sup>7</sup> / <sub>8</sub>	6	1	6	1	3 <sup>1</sup> / <sub>8</sub>	1 <sup>1</sup> / <sub>8</sub>
750	9	10	18	7	3 <sup>3</sup> / <sub>4</sub>	1 <sup>1</sup> / <sub>4</sub>	5 <sup>1</sup> / <sub>8</sub>	1	5 <sup>1</sup> / <sub>8</sub>	1	3 <sup>3</sup> / <sub>4</sub>	1 <sup>1</sup> / <sub>8</sub>

All dimensions are in inches.

## Service Clearances and Access Panel Locations

### Recommended Service Clearances

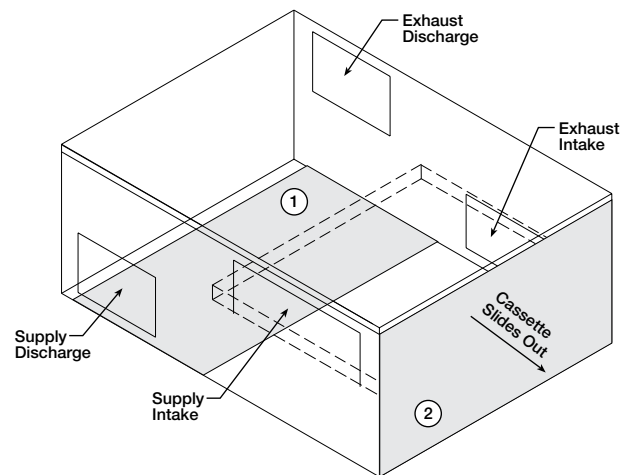
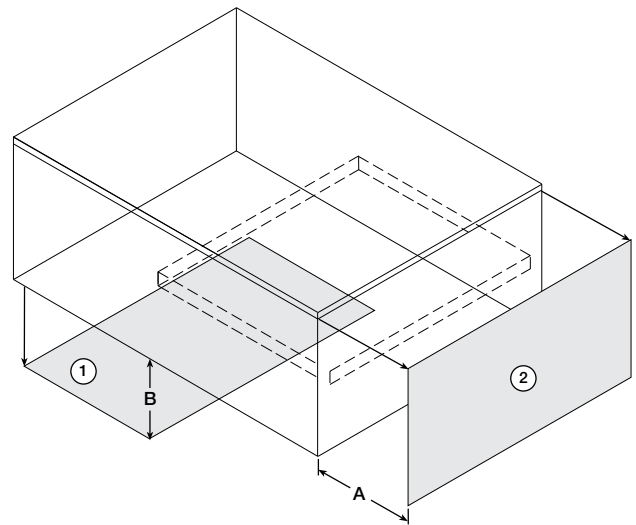
The MiniVent requires minimum clearances to perform routine maintenance, such as filter replacement, energy wheel cassette and fan inspection. Fan and motor assemblies, energy recovery wheel cassette and filter sections are provided with a service door or panel for proper component access.

MiniVent	A	B
450	25	15
750	31	21

All dimensions are in inches.

### Access Panel Locations

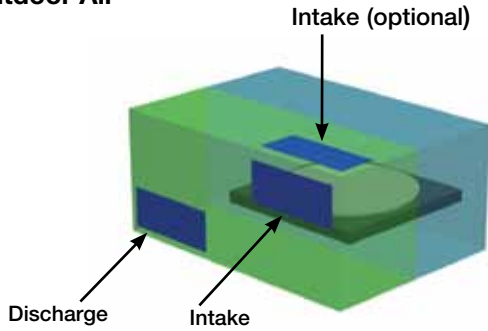
- Outdoor and exhaust fans and motor
  - Electrical connection (115 volt)
- Energy wheel cassette
  - Internal filters



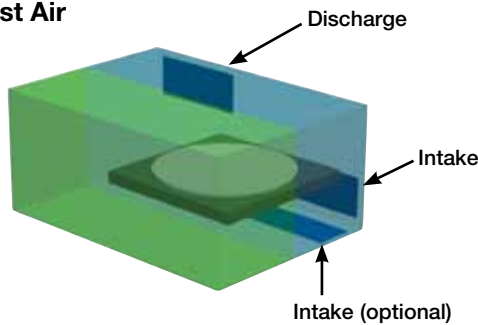
## Intake and Discharge Locations

Intake and discharge locations are shown. Both intake locations are capable of being field relocated to suit installation needs (see optional locations).

### Outdoor Air

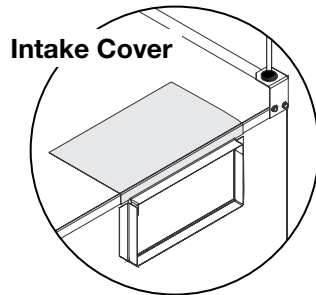


### Exhaust Air



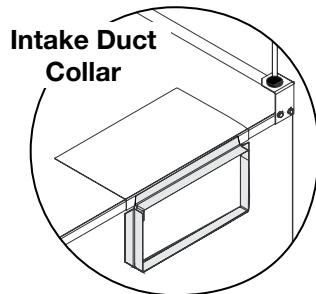
## Changing the discharge location

**Step 1** - remove the metal cover for optional intake by unfastening the four sheet metal screws holding it in place.



Remove the intake duct collar by unfastening the sheet metal screws holding it in place.

**Step 2** - place the duct collar over the newly uncovered intake opening.



Fasten the intake duct collar in place.

Place the metal cover over the original intake and fasten into place. Be sure that the corner angle fits correctly around the unit corner.

## Installation

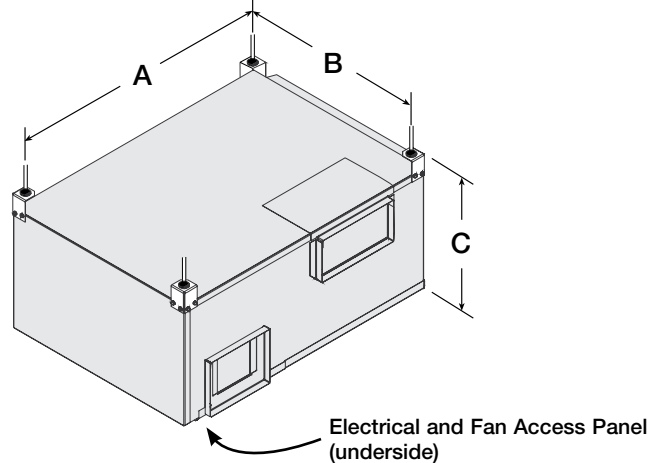
The system design and installation should follow accepted industry practice, such as described in the ASHRAE Handbook and SMACNA.

Minimum service clearance should be provided on the side of the unit for routine service and component removal should it become necessary.

Before beginning installation see page 3 for detail on appropriate service clearances.

### Hang Mounting with Hanging Vibration Isolators

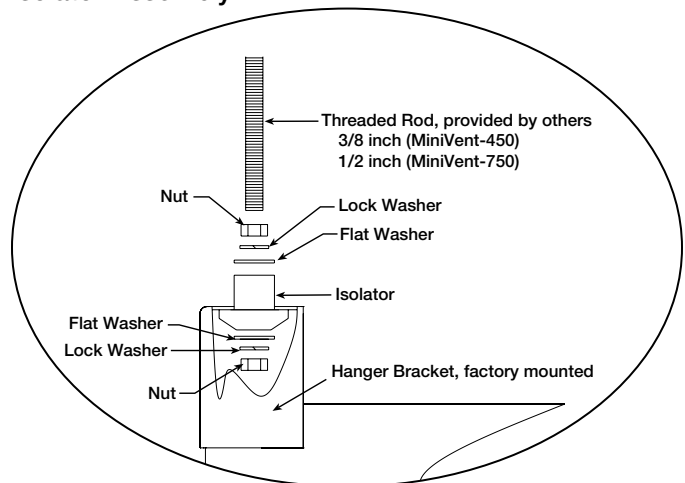
- The hanging isolator kit includes four (4) isolators and required hardware.
- The hanger mounting brackets are factory mounted.
- Locate the support rods as shown in the drawing.
- Assemble each isolator as shown.



MiniVent	A	B	C
450	37 <sup>7</sup> / <sub>8</sub>	26 <sup>7</sup> / <sub>8</sub>	20
750	43 <sup>3</sup> / <sub>8</sub>	32 <sup>7</sup> / <sub>8</sub>	24

All dimensions are in inches.

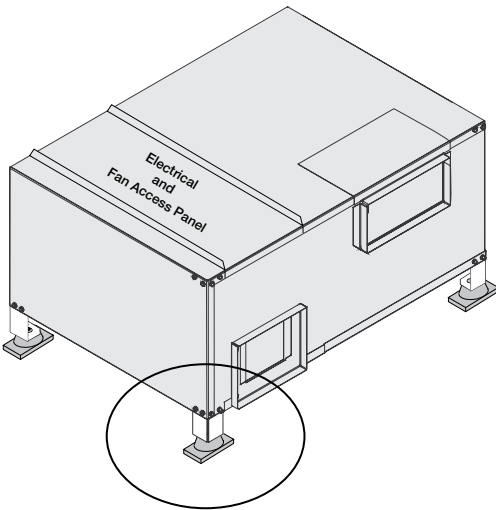
### Isolator Assembly



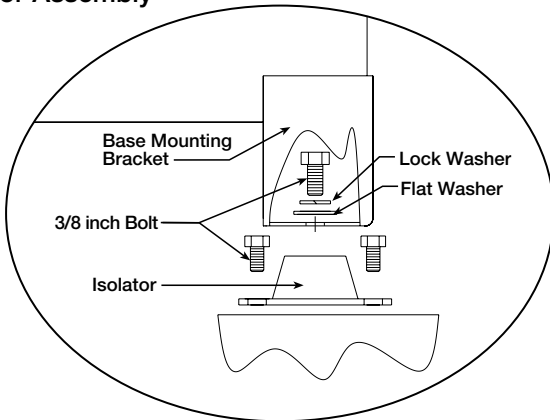
## Base Mounting with Base Vibration Isolation

- The base isolators kit includes four (4) isolators, four (4) brackets and required hardware.
- Remove the hanging brackets from each corner of the MiniVent. These brackets are shipped mounted from the factory. Replace with the base brackets provided.
- Rotate the MiniVent 180 degrees, so the electrical and fan component panel is accessible from the top. The corners, where the brackets are fastened, are now closest to the mounting surface.
- Assemble and mount the isolators as shown in the figures below.

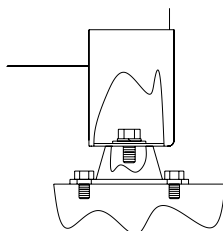
**Note:** The hanging and base mounting brackets are fastened to the same unit corners.



Isolator Assembly

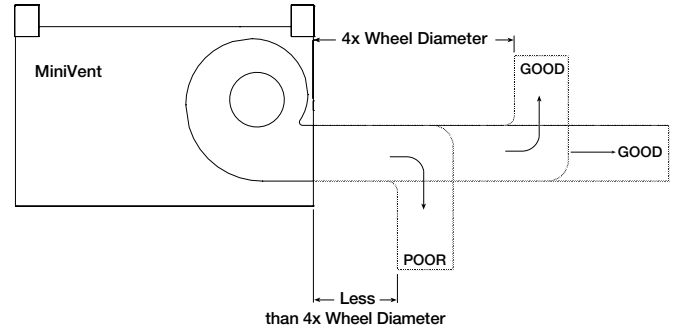


Assembled and Mounted Isolator Detail



## Duct Connections

Examples of good and poor fan-to-duct connections are shown below. Airflow out of the fan should be directed straight or curve the same direction as the fan wheel rotates. Poor duct installation will result in low airflow, loud noise and excessive vibrations.



## Recommended Discharge Duct Size and Length

MiniVent	ERV Blower Size	Duct Size	Straight Duct Length
450	8	10 x 8	32
750	10	10 x 10	40

All dimensions are in inches.

## Electrical Connections

Before connecting power to the unit, read and understand the following instructions and wiring diagrams. Complete wiring diagrams are attached inside the blower door of the unit.

All wiring should be done in accordance with the National Electrical Code ANSI/NFPA 70 latest edition and any local codes that may apply. In Canada, wiring should be done in accordance with the Canadian Electrical Code. The equipment must be properly grounded.

### CAUTION

If any of the original wire must be replaced, the replacement wire must have a temperature rating of at least 105°C.

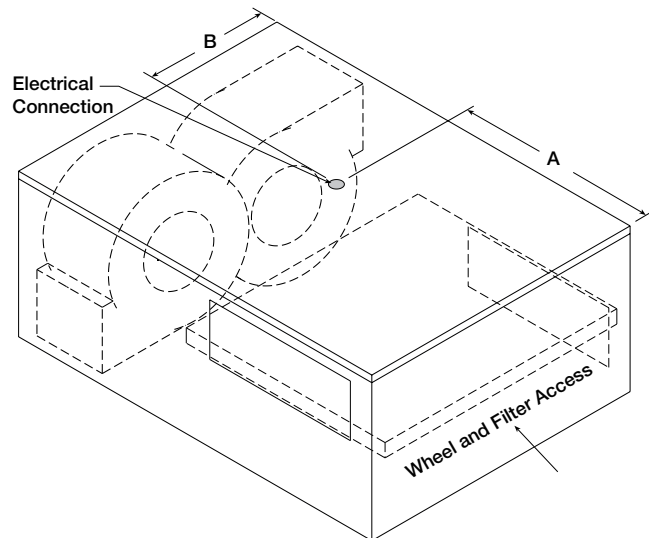
### DANGER

High voltage electrical input is required for this equipment. This work should be performed by a qualified electrician.

### Electrical Connection Location

MiniVent	A	B
450	12.5	22.0
750	15.5	30.0

All dimensions are in inches.



### Sequence for wiring MiniVent unit:

1. The unit's nameplate contains the voltage and total amperage required. The wire supplying power to the unit should be sized accordingly.
2. The main power line should be connected to the appropriate leads in the unit.

Power may be routed to the MiniVent through the opening on the underside of the unit. The locations for the opening are provided in the figure to the right.

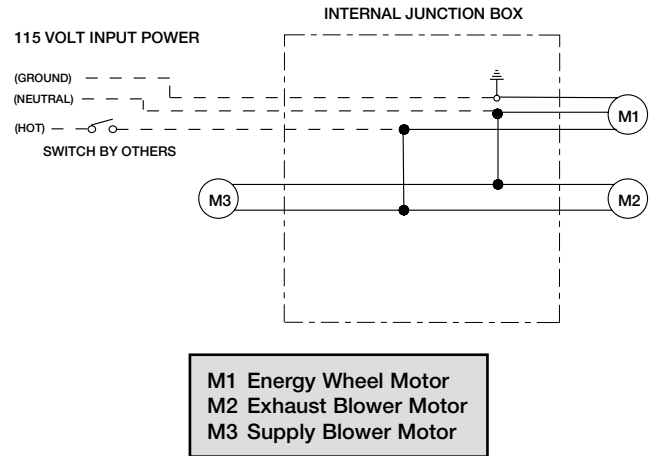
3. Refer to the wiring diagrams in this manual or in the unit for controlling the MiniVent.

## Wiring Schematics

### CAUTION

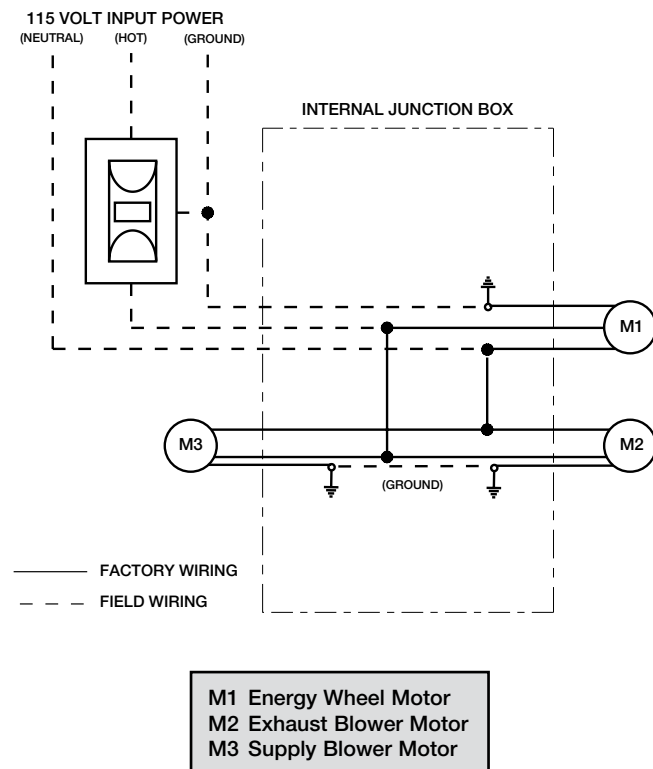
Unit shall be grounded in accordance with the National Electrical Code (NEC).

### Standard Wiring Schematic

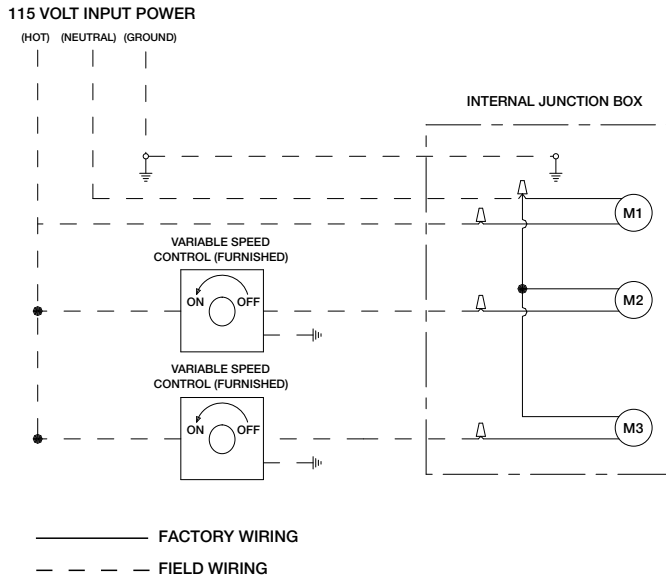


### MiniVent-450 Motion Sensor Wiring

Model MBW is a wall mounted passive infrared motion detector that automatically turns on the MiniVent when a change in temperature is sensed. The MiniVent will automatically turn off after the room had been vacant past the adjustable time delay setting of 1 minute to 20 minutes. The detector must be installed in the line-of-sight of the subject personnel and requires a 2x4 handy box to be supplied by others.

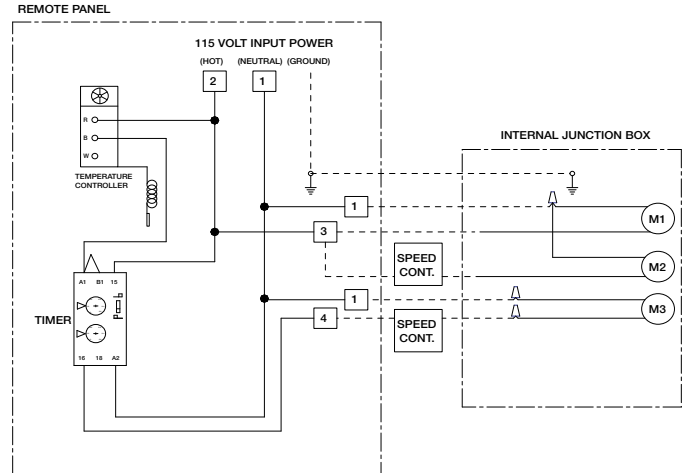


## Independent Fan Control – Variable Speed



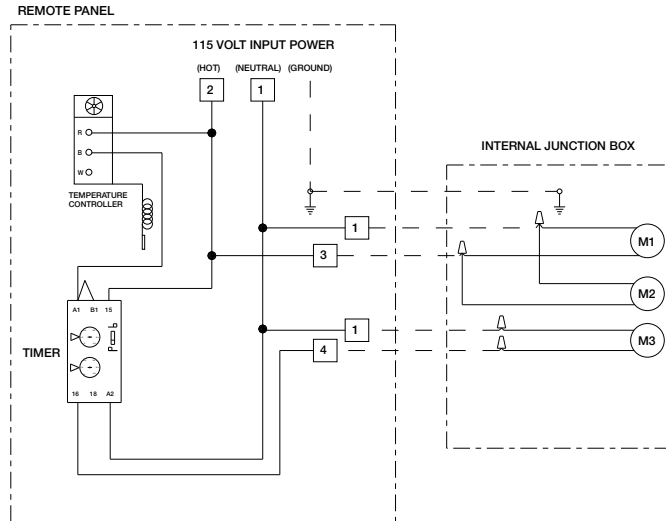
M1 Energy Wheel Motor  
M2 Exhaust Blower Motor  
M3 Supply Blower Motor

## Timed Exhaust Frost Control with Speed Controllers



M1 Energy Wheel Motor  
M2 Exhaust Blower Motor  
M3 Supply Blower Motor

## Timed Exhaust Frost Control



M1 Energy Wheel Motor  
M2 Exhaust Blower Motor  
M3 Supply Blower Motor

## System Start-Up

### WARNING

Do not operate energy recovery ventilator without the filters and birdscreens installed.

They prevent the entry of foreign objects such as leaves, birds, etc.

Do not remove access panels or other components while standing on a ladder or other unsteady base.

Access panels and components are heavy and serious injury may occur.

For proper unit function and safety, follow everything in this startup procedure in the order presented.

Startup is to be done after electrical connections are complete.

### SPECIAL TOOLS

- Volt meter
- Incline manometer or equivalent
- Tachometer
- Amperage meter

### General

Check all fasteners and set screws for tightness. This is especially important for bearings and fan wheels. Also, if dampers are not motorized, check that they open and close without binding.

### Check Voltage

Before starting the unit compare the supplied voltage with the unit's nameplate voltage and the motor voltage.

### Energy Recovery Wheel

First, follow the instructions on page 9 for pulling the energy recovery cassette halfway out of the unit.

**Air Seals** — turn the energy recovery wheel by hand to verify free operation. Check that the air seals, located around the outside of the wheel and across the center (both sides of wheel), are secure and in good condition.

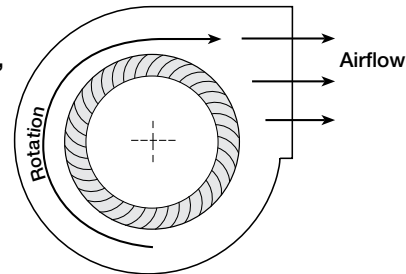
Air seals which are too tight will prevent proper rotation of the energy recovery wheel. Recheck the air seals for tightness. Air seal clearance may be checked by placing a sheet of paper, like a feeler gauge, against the wheel face. To adjust the air seals, loosen all eight seal retaining screws. These screws are located on the bearing support that spans the length of the cassette through the wheel center. Tighten the screws so the air seals tug slightly on the sheet of paper as the wheel is turned.

Replace cassette into unit, plug in wheel drive, replace access door and apply power. Observe that the wheel rotates freely. If wheel does not rotate or is binding, remove the cassette; instructions provided on page 9.

### Check Blower Wheel Rotation

First, hand rotate the blower to ensure that the wheel is not rubbing against the scroll. If the blower is rotating in the wrong direction, the unit will move some air but not perform properly.

To check the rotation, open the blower access panel, which is labeled either supply or exhaust, and run the blower momentarily to determine the rotation.



Forward Curved

### Air Volume Check and Measurement

Along with the building balance, the unit's airflow (cfm) should be measured and compared with its rated air volume. The MiniVent is direct drive, therefore balancing dampers or speed controls are required for airflow balancing. Air volume measurement must be conducted with access doors on the unit.

The most accurate way to measure the air volume is by using the pitot traverse method in the ductwork away from the blower. Other methods can be used but should be proven and accurate.

To adjust the air volume, change the fan rpm or the system static pressure. See Troubleshooting section in this guide.

With all access panels on the unit, compare measured amps to the motor nameplate full load amps and correct if overamping.

### Measure Motor Voltage, Amperage and Fan RPM

All access doors must be installed, run the measurement leads through the provided electrical access hole in the bottom access panel of the MiniVent. Measure and record the input voltage and motor amperage(s).

To measure the fan rpm, the blower door will need to be removed. Minimize measurement time because the motor may overamp with the door removed. *Do not operate units with access doors/panels open as the motors will overload.*

With all access panels on the unit, compare measured amps to the motor nameplate full load amps and correct if overamping.

## Routine Maintenance

### WARNING

Disconnect all electrical power to the MiniVent prior to inspection or servicing. Failure to comply with this safety precaution could result in serious injury or death.

Improper installation, adjustment, alteration, service or maintenance can cause property damage, injury or death. Read the installation, operating, and maintenance instructions thoroughly before installing or servicing this equipment.

After the MiniVent has been put into operation, an annual inspection and maintenance program should be set-up to preserve reliability and performance.

Include the following items in this program:

- General
- Fasteners and set screws
- Removal of dust and dirt
- Filter maintenance
- Energy wheel cassette

### General

The MiniVent energy recovery ventilator requires very little maintenance. However, small problems left unchecked, over time, could lead to loss of performance or early motor failure. We recommend that the unit be inspected once or twice a year.

The motor should be checked for lubrication at this time. Lubricate only those motors which have an oil hole provided. A few drops of all-purpose oil (SAE 20) will be sufficient.

### Fasteners and Set Screws

Any fan vibration has a tendency to loosen mechanical fasteners. A periodic inspection should include checking all fasteners and set screws for tightness. Particular attention should be paid to set screws attaching the fan wheel to the shaft and the shaft to the bearings. Loose bearing set screws will lead to premature failure of the fan shaft.

### Removal of Dust and Dirt

The fan motor and wheel(s) should be checked for dust and dirt accumulation. Dirt buildup clogs cooling openings on the motor housing and causes motor overheating. Dirt buildup can contaminate bearing lubricant and collect on fan wheel blades causing loss of performance or premature failure. Cleaning can be accomplished by brushing off any dust that may have accumulated. Under no circumstances should motors or bearings be sprayed with steam or water. Even filtered units can accumulate build up and should be checked when cleaning filters.

Maintenance to these components is achieved through the provided access panels.

## Internal Filter Maintenance

Opening the access panels labeled "Filter Access" provides access to the one inch deep, pleated 30% efficient filters. These filters should be checked regularly and cleaned or replaced as needed.

MiniVent	Internal Filter Size	Quantity
450	14 x 20	2
750	16 x 20	2

## Energy Wheel Maintenance



Annual inspection of the energy recovery wheel is recommended. MiniVent units ventilating smoking lounges and other non-clean air spaces should have energy recovery wheel inspections more often based upon need.

### Accessing the Energy Recovery Wheel

Disconnect power to the MiniVent. Remove access panel labeled "Energy Wheel Cassette Access". **Unplug** the wheel drive motor. Pull the cassette halfway out as shown.

### Removing the Energy Recovery Wheel

First, remove the drive belt and the collars on both bearings. On the pulley side of the cassette remove the four (4) fasteners that hold the bearing support channel in place. Once the bearing support is removed the wheel can be pulled from the cassette. To replace the wheel reverse this procedure.

### Recommended Cleaning Procedure for Energy Recovery Wheels

First, remove the energy recovery wheel by following the instructions on this page.

Wash the segments or small wheels with a non-acid based (evaporator) coil cleaner or alkaline detergent solution, such as 409™ or Fantastik™. Non-acid based coil cleaner such as KMP Acti-Clean AK-1 concentrate in a 5% solution has been demonstrated to provide excellent results. Do not use acid based cleaners, aromatic solvents, temperatures in excess of 140°F or steam; damage to the wheel may result. Soak in the cleaning solution until dirt, grease, and/or tar deposits are loosened. Internal heat exchange surfaces may be examined by separating the polymer strips by hand.

**Note:** Some staining of the desiccant may remain and is not harmful to performance.

After soaking, rinse the dirty solution from the wheel until the water runs clear. Allow excess water to drain from the media prior to reinstalling the wheel in the cassette. A small amount of water remaining in the wheel will be dried out by the airflow.

### Frequency of Energy Wheel Cleaning

A regular cleaning cycle must be established for the energy recovery wheel in order to maintain optimum sensible and latent energy transfer. In reasonably clean environments such as schools, offices or retail stores, the energy recovery wheel should be inspected annually and cleaned as needed.

For applications experiencing unusually high levels of tobacco smoke, such as lounges, nightclubs, bars and restaurants, washing of the energy recovery wheel every three months may be necessary to maintain latent energy (water vapor) transfer efficiency.

Failure to follow a regular cleaning cycle for the energy recovery wheel can result in significant energy transfer performance losses.

### Energy Recovery Wheel Belt Drive

Drive belt(s) should be inspected annually. Normal operation eventually causes stretching or wear on the belt(s). Once this occurs the belt(s) should be replaced.

Replacement or spare energy wheel drive belt kits are available and ship with their own instructions. The serial number and date code of the energy wheel cassette are required to obtain the proper replacement belt kit from the factory. The energy wheel serial number and date code are located on a label above the drive pulley on the energy wheel cassette.

### Wheel Nameplate Information

Model: \_\_\_\_\_

Volts: \_\_\_\_\_ Hertz: \_\_\_\_\_ Phase: \_\_\_\_\_

Wheel Serial Number: \_\_\_\_\_

Manufacture Date Code: \_\_\_\_\_

### Field Start-Up Documentation

#### Energy Wheel

- Rotates freely  Yes  
 No, check items below.
  
- Air seal tightness  Acceptable  
 Adjusted as on page 8
  
- Belt runs smoothly  Yes  
 Adjusted

## Unit Documentation Record

Job Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Service Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Work Done By: \_\_\_\_\_

### Field Start-Up Documentation

Actual Voltage: \_\_\_\_\_ Hertz: \_\_\_\_\_ Phase: \_\_\_\_\_

Actual Amperage: \_\_\_\_\_

#### Supply Blower

Rotation  Correct

Air Volume Design \_\_\_\_\_ cfm

Actual \_\_\_\_\_ cfm

#### Exhaust Blower

Rotation  Correct

Air Volume Design \_\_\_\_\_ cfm

Actual \_\_\_\_\_ cfm

Supply Motor Voltage: \_\_\_\_\_

Supply Motor Amperage: \_\_\_\_\_

Supply Fan rpm: \_\_\_\_\_

Exhaust Motor Voltage: \_\_\_\_\_

Exhaust Motor Amperage: \_\_\_\_\_

Exhaust Fan rpm: \_\_\_\_\_

### Nameplate Information

Model: \_\_\_\_\_

Volts: \_\_\_\_\_ Hertz: \_\_\_\_\_ Phase: \_\_\_\_\_

Min. Circuit Amps: \_\_\_\_\_ Mark: \_\_\_\_\_

Supply Hp: \_\_\_\_\_ Exhaust Hp: \_\_\_\_\_

Unit Serial Number: \_\_\_\_\_



## Troubleshooting

Symptom	Possible Cause	Corrective Action
Unit is NOT operating	Electrical	Check fuses/circuit breakers, replace if needed. Check for On/Off switches. Check for correct supply voltage.
	Motor	Check motor horsepower is correct and not tripping overloads.
Excessive noise	Fan wheel rubbing on inlet	Adjust wheel and/or inlet cone. Tighten wheel hub or bearing collars on shaft.
	Bearings	Replace defective bearing(s). Lubricate bearings. Tighten collars and fasteners.
	Wheel out of balance	Clean, replace or rebalance.
Low airflow (cfm)	Fan speed too low	Check for correct rpms with catalog data.
	Fan wheels are operating backwards	Refer to Fan Wheel Rotation on page 8.
	Dirty filters or energy wheel	Replace filters and/or follow the cleaning procedure on pages 9 and 10.
	High static pressure	Incorrect fan-to-duct connections. Make sure dampers open appropriately. Increase fan speed
High airflow (cfm)	Fan speed too high	Check for correct fan rpm.
	Low static pressure	Make sure grilles, filters and access doors are installed. Decrease fan speed.
Energy wheel does NOT turn	Air seals too tight	Refer to Energy Recovery Wheel, Air Seals on page 8.
	No power to wheel motor	Make sure wheel drive is plugged in/connected. Verify power is available.
	Wheel drive belt	Check for loose or broken belts. Replace belts; consult factory.
Energy wheel runs intermittently	Wheel motor overloads are tripping due to rubbing between wheel and air seals.	Recheck air seals, make sure they are not too tight. See Energy Recovery Wheel, Air Seals on page 8.

Always provide the unit model and serial number when requesting parts or service information. Always check motor amps and compare to nameplate rating.

# Maintenance Log

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# Warranty

Greenheck warrants this equipment to be free from defects in material and workmanship for a period of one year from the shipment date. The energy recovery wheel is warranted to be free from defects in material and workmanship for a period of five years from the shipment date. Any units or parts which prove to be defective during the warranty period will be replaced at our option when returned to our factory, transportation prepaid. Motors are warranted by the motor manufacturer for a period of one year. Should motors furnished by Greenheck prove defective during this period, they should be returned to the nearest authorized motor service station. Greenheck will not be responsible for any removal or installation costs.

*As a result of our commitment to continuous improvement, Greenheck reserves the right to change specifications without notice.*

Greenheck catalog, Energy Recovery Ventilators, Model MiniVent, provides additional information describing the equipment, fan performance, available accessories, and specification data.

AMCA Publication 410-96, Safety Practices for Users and Installers of Industrial and Commercial Fans, provides additional safety information. This publication can be obtained from AMCA International, Inc. at [www.amca.org](http://www.amca.org).

