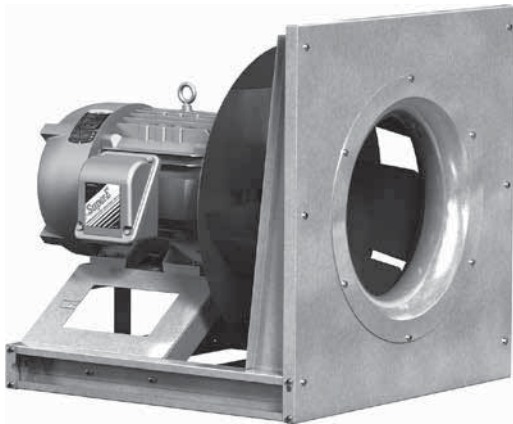


## Installation, Operation and Maintenance Manual

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!



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### General Safety Information

Only qualified personnel should install this fan. 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.

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. The rotation of the wheel is critical. It must be free to rotate without striking or rubbing any stationary objects.
3. Motor must be securely and adequately grounded.
4. Do not spin fan wheel faster than max cataloged fan rpm. Adjustments to fan speed significantly effects 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 a duct while the fan is running.

#### DANGER

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

#### CAUTION

When servicing the fan, motor may be hot enough to cause pain or injury. Allow motor to cool before servicing.

#### CAUTION

Precaution should be taken in explosive atmospheres.

## Receiving

Upon receiving the product check to ensure all items are accounted for by referencing the delivery receipt or packing list. Inspect each crate or carton for shipping damage before accepting delivery. Alert the carrier of any damage detected. The customer will make a notation of damage (or shortage of items) on the delivery receipt and all copies of the bill of lading which is countersigned by the delivering carrier. If damaged, immediately contact your Greenheck Representative. 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

Fans are to be rigged and moved by the lifting brackets provided or by the skid when a forklift is used. Location of brackets varies by model and size. Handle in such a manner as to keep from scratching or chipping the coating. Damaged finish may reduce the ability of the fan to resist corrosion. Fans should never be lifted by the fan, motor or accessories.

## Storage

- Rotate fan wheel monthly
- Energize fan motor once every three months
- Store unit in location which does not have vibration
- Follow motor manufacturers recommendations for storage and start-up of motor.

If storage of fan is in a humid, dusty or corrosive atmosphere, rotate the fan and purge the bearings once a month. Improper storage which results in damage to the fan will void the warranty.

Fans 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 fan 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.

The ideal environment for the storage of fans and accessories is indoors, above grade, in a low humidity atmosphere which is sealed to prevent the entry of blowing dust, rain, or snow. Temperatures should be evenly maintained between 30°F (-1°C) and 110°F (43°C) (wide temperature swings may cause condensation and “sweating” of metal parts). All accessories must be stored indoors in a clean, dry atmosphere.

Remove any accumulations of dirt, water, ice or snow and wipe dry before moving to indoor storage. To avoid “sweating” of metal parts allow cold parts to reach room temperature. To dry parts and packages use a portable electric heater to get rid of any moisture build up. Leave coverings loose to permit air circulation and to allow for periodic inspection.

The unit should be stored at least 3½ in. (89 mm) off the floor on wooden blocks covered with moisture proof paper or polyethylene sheathing. Aisles between parts and along all walls should be provided to permit air circulation and space for inspection.

## Inspection & Maintenance during Storage

While in storage, inspect fans 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 the wheel by hand ten to fifteen revolutions to distribute lubricant on motor. If paint deterioration begins, consideration should be given to touch-up or repainting.

## Removing from Storage

As fans are removed from storage to be installed in their final location, they should be protected and maintained in a similar fashion, until the fan equipment goes into operation.

Prior to fully assembling and installing the fan and system components, inspect the fan assembly to make sure it is in working order.

1. Check all fasteners, set screws, wheel, motor base and accessories for tightness.
2. Rotate the fan wheel by hand and assure no parts are rubbing.
3. Ensure proper wheel settings for radial gap and alignment. See page 4.

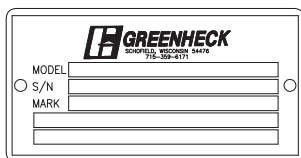
## General Information

To ensure a successful installation, the instructions in this manual should be read and adhered to. Failure to comply with proper installation procedures may void the warranty.

### Unit and System Identification Tags

Each fan has a permanently affixed manufacturer's engraved metal nameplate containing the model number and individual serial number.

The tag shown is an example of an identification nameplate on the fan. The information provides general details about the fan, as well as containing specific information unique to the unit. When contacting your Greenheck representative with future needs or questions, please have the information on this label available. Tags are mounted in an area which is clearly visible, usually on the side of the fan cabinet.



### Pre-Installation Information

Before installation, it is important to be certain the mounting surface will bear the operating weight of the unit. For proper unit operation, it is also important that it be operated in a completely level position.

For further details on safety practices involving industrial and commercial fans, please refer to AMCA Publication 410.

### Electrical Disconnects

All fan motors should have disconnects located in close visual proximity to turn off electrical service. Service disconnects shall be locked-out when maintenance is being performed.

### Moving Parts

All moving parts must have guards to protect personnel. Refer to local codes for requirements as to the number, type and design. Fully secure fan wheel before performing any maintenance. The fan wheel may start "free wheeling" even if all electrical power has been disconnected. Before the initial start-up or any restart, check the following items to make sure that they are installed and secure.

- Do not spin fan wheel faster than the 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.

### Air Pressure and Suction

In addition to the usual hazards associated with rotating machinery, fans also create a dangerous suction at the inlet. Special caution needs to be used when moving around a fan, whether it is in operation or not. Before start-up, make sure the inlet area is clear of personnel and loose objects.

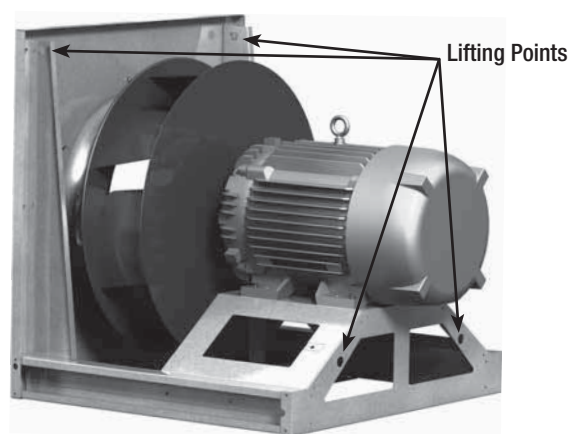
## Fans – Rigging and Lifting

### CAUTION

Fans should never be lifted by the motor, motor cover or accessories.

Fans are to be rigged and moved by the lifting points provided or by the skid when a forklift is used. Handle in such a manner as to keep from scratching or chipping the coating. Damaged finish may reduce ability of fan to resist corrosion.

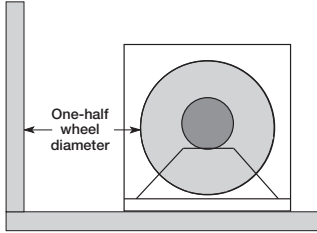
- Use standard lifting and rigging practices including the use of spreader bars.
- **ALL** lifting brackets on each component must be utilized at the same time.
- Fan to be kept level during lifting and installation.



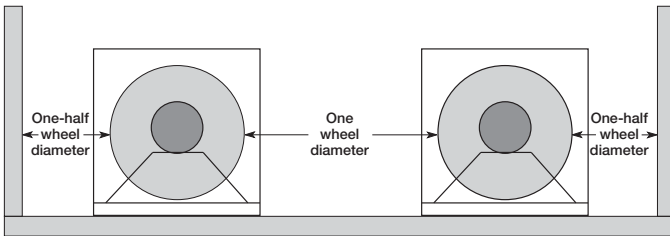
# Installation

## Unhoused Wheels

**Adjacent Walls** - The distance between the fan and walls or ceilings will effect the performance of the fan. The recommended distance between the fan wheel and any wall is a minimum of one-half wheel diameter. Multiple walls reduce the performance even more.



**Side by Side** - When two or more plenum fans are in parallel, there should be at least one fan diameter spacing between the wheels. Applications with less spacing will experience performance losses.



### CAUTION

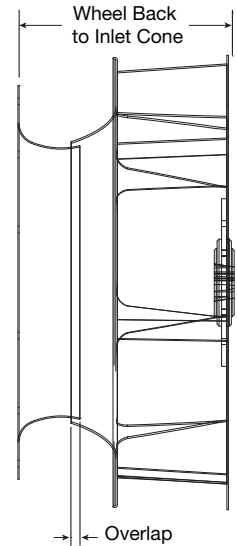
When installing a fan, ensure the proper protective devices are used to protect personnel from moving parts and other hazards.

# Radial Gap, Overlap and Wheel Alignment

Efficient fan performance can be maintained by having the correct radial gap, overlap and wheel alignment. These items should be checked after the fan has been in operation for 24 hours and before start-up after the unit has been serviced.

Unit Size	Overlap		Overall Assembly Wheel Back to Inlet Cone	
	inch	mm	inch	mm
315	0.12	3.15	7.26	184
355	0.14	3.55	8.17	208
400	0.16	4.0	9.01	231
450	0.18	4.5	10.15	259
500	0.20	5.0	11.32	288
560	0.22	5.6	12.8	325
630	0.25	6.3	14.49	368

**Overlap, or offset,** is adjusted by loosening the wheel hub from the shaft and moving the wheel to the desired position along the motor shaft. The transition between the inlet cone and wheel should be as shown; there is a smooth feel to the profile when moving from one component to the other.



# Electrical Connections

Before electrical connections are made, the supply voltage, phase and ampere capacity must be checked for compatibility with the fan motor. In addition, the supply wiring must be properly fused and conform to local and national electrical codes. If the unit is supplied with a safety disconnect switch, ensure proper wiring to the fan motor. Be sure the disconnect is switched to the "OFF" position before connecting supply wires. If no disconnect is supplied, ensure the supply wire is not live before connection. Supply wires are then connected to the optional safety disconnect switch (if supplied) or motor.



## Unit Start-Up

### WARNING

Disconnect and secure to the “Off” position all electrical power to the fan prior to inspection or servicing. Failure to comply with this safety precaution could result in serious injury or death.

### Visual Inspection of Equipment

The equipment type and arrangement should be verified as ordered at once when it arrives at the jobsite. When a discrepancy is found, the local Greenheck Fan Corporation Sales Representative must be notified immediately so that corrective action may be investigated, also verify electrical conformance to specifications. Unauthorized alterations and unauthorized backcharges will not be recognized by Greenheck Fan Corporation.

After the unit has been assembled, installed and all utilities have been hooked up, the unit is now ready for operation.

### Check

Before starting the unit, check the following:

1. Confirm that building supply voltage matches the voltage for which the unit is wired.
2. Disconnect and lock-out all power switches to fan. See warning below.
3. Check all piping and wiring penetrations made by contractors for water tightness. All penetrations must be made watertight to prevent water damage to the unit and building.
4. Check all fasteners on the fan, motor base and accessories for tightness.
5. Rotate the fan wheel by hand and assure no parts are rubbing. Remove any dirt or debris that may have accumulated during installation.
6. Check all guarding (if supplied) for being securely attached and not interfering with rotating parts.
7. Check all electrical connections for proper attachment.

### Additional Steps for Initial Start-Up

1. Check for proper wheel rotation by momentarily energizing the fan. Rotation is always determined by viewing the wheel from the drive side and should correspond to the rotation decal affixed to the unit.  
**Note:** One of the most frequently encountered problems with centrifugal fans is motors which are wired to run in the wrong direction. This is especially true with 3-phase installations where the motor will run in either direction, depending on how it has been wired. To reverse rotation of a 3-phase motor, interchange any two of the three electrical leads. Single phase motors can be reversed by changing internal connections as described on the motor label or wiring diagram.
2. Check for unusual noise, vibration or overheating. Refer to the “Troubleshooting” section of this manual if a problem develops.



## Vibration

Excessive vibration is the most frequent problem experienced during initial start-up.

Left unchecked, excessive vibration can cause a multitude of problems, including structural and/or component failure.

### Common Sources of Vibration

1. Wheel Unbalance
2. Mechanical Looseness
3. Poor Inlet/Outlet Conditions
4. Foundation Stiffness

Many of these conditions can be discovered by careful observation. Refer to the troubleshooting section of this manual for corrective

actions. If observation cannot locate the source of vibration, a qualified technician using vibration analysis equipment should be consulted. If the problem is wheel unbalance, in-place balancing can be done providing there is access to the fan wheel. Any correction weights added to the wheel should be attached securely.

Greenheck performs a vibration test on all fans before shipping. Three vibration readings are taken in the horizontal, vertical, and axial directions.

These vibration signatures are a permanent record of how the fan left the factory and are available upon request.

Generally, fan vibration and noise is transmitted to other parts of the building by the ductwork. To eliminate this undesirable effect, the use of heavy canvas connectors is recommended. If fireproof material is required, Flexweave™ 1000, Type FN-30 can be used.

## Variable Frequency Drive (VFD) Operation

Fan vibration levels differ with the method of installation. Operating a fan on a variable frequency drive (VFD) may experience certain speed ranges with excessively high vibration levels and possible resonant frequencies. Problem speed ranges or resonant frequencies can be determined during the commissioning process. Either run through this resonant range as quickly as possible, program out operation at determined Hz to skip over these speeds, or find alternative remedy.

Operation with excessively high vibration levels can lead to premature failure.

## Routine Maintenance

### CAUTION

When performing any service to the fan, disconnect the electrical supply and secure fan impeller.

Once the unit has been put into operation, a routine maintenance schedule should be set up to accomplish the following:

1. Lubrication motor (see below).
2. Wheel, housing, and bolts on the entire fan should be checked for tightness.
3. Any dirt accumulation on the wheel or in the housing should be removed to prevent unbalance and possible damage.
4. Inspect fan impeller and housing looking for fatigue, corrosion, or wear.

When performing any service to the fan, disconnect the electrical supply and secure fan impeller.

### Fan Operation

All fans should be run every thirty (30) days, or at least “bumped” every thirty days. It is preferred that each fan is run as this causes all electrical and mechanical components to get up to temperature, displacing any formed condensation, redistributes load and grease on motor bearings.

### CAUTION

- Always check the fan RPM when adjusting the operating frequency. Do not exceed maximum class fan RPM of the wheel.
- When operating conditions of the fan are to be changed (speed, pressure, temperature, etc.), consult Greenheck to determine if the unit can operate safely at the new conditions.

### Motors

Motor maintenance is generally limited to cleaning and lubrication. Cleaning should be limited to exterior surfaces only. Removing dust and grease build up on the motor housing assists proper motor cooling. Never wash-down motor with high pressure spray. Many fractional motors are permanently lubricated for life and require no further lubrication. Motors supplied with grease fittings should be greased in accordance with the manufacturer's recommendations.

### Variable Frequency Drive Operation

For operation with Variable Frequency Drive (VFD), always check motor amps when adjusting the operating frequency. Motor may be sized for the original selected operating speed under 50/60 Hz. Bypassing the VFD or increasing the speed from this original selection, even if less than 50/60 Hz, may cause motor overload or failure. Consult factory with fan serial number before increasing the upper limiting frequency.

## Troubleshooting

Problem	Cause	Corrective Action
Excessive Noise	Wheel rubbing (inlet)	Adjust wheel and/or inlet cone. Tighten wheel hub.
	Wheel unbalance	Clean all dirt off wheel. Check wheel balance, rebalance in place if necessary.
Low CFM	Fan	Check wheel for correct rotation. Increase fan speed.*
	Duct system	Check duct installations with poor inlet or discharge configurations.
High CFM	Fan	Decrease fan speed.
High Horsepower	Fan	Check rotation of wheel. Reduce fan speed.
Fan Doesn't Operate	Electrical supply	Check fuses/circuit breakers. Check for switches turned off or disconnected. Check for correct supply voltage.
	Motor	Assure motor is correct horsepower and not tripping overload protector.
Excessive Vibration	System unbalance	Check wheel balance, rebalance if necessary.

\*Always check motor amps and compare to nameplate rating. Excessive fan speed may overload the motor and result in motor failure. Do not exceed the maximum cataloged RPM of the fan.

NOTE: Always provide the unit model and serial numbers when requesting parts or service information.

# Maintenance Log

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## Our Commitment

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

Specific Greenheck product warranties are located on [greenheck.com](http://greenheck.com) within the product area tabs and in the Library under Warranties.

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).

