



Maintenance Checklist for:

Cooling Towers, Closed Circuit Cooling Towers, and Evaporative Condensers^[1]



WARNING: Do not perform any service on or near the fans, motors, and drives, or inside the unit without first ensuring that the fans and pumps are disconnected, locked out, and tagged out.

Inspect and clean as necessary:	Start-Up	Monthly	Quarterly	Annually	Shutdown
Inspect general condition of the unit ^[2] and check unit for unusual noise or vibration	✓	✓			
Inspect cold water basin	✓		✓		
Flush water distribution system/inspect spray nozzles	✓		✓		
Drain basin and piping			✓		✓
Inspect air inlet louvers/combined inlet shields	✓	✓			
Check and adjust water level in basins	✓	✓			
Check operation of make-up valve	✓	✓			
Check and adjust bleed rate	✓	✓			
Inspect unit finish				✓	
Mechanical equipment system:	Start-Up	Monthly	Quarterly	Annually	Shutdown
Check belt condition	✓	✓			
Adjust belt tension ^[3]	✓		✓		
Lubricate fan shaft bearings	✓		✓		✓
Lubricate motor base adjusting screw	✓		✓		✓
Check and lubricate optional gear drive	See product specific O&M Manual for detailed instructions and schedule				
Check drive alignment				✓	
Check motor voltage and current	✓		✓		
Clean fan motor exterior	✓		✓		
Check fan motor for proper rotation	✓				
Check general condition of the fan	✓		✓		
Check and unplug fan drain holes (hollow blade fans)	✓		✓		
Check fan for uniform pitch			✓		
Check fan for rotation without obstruction	✓		✓		
Check and recoat steel shafts with RUST VETO®	✓		✓		✓

NOTES:

1. Consult your product specific O&M Manual before conducting maintenance on the unit. Recommended service intervals are the minimum for typical installations. Different environmental conditions may dictate more frequent servicing.
2. When operating in ambient temperatures below freezing, the unit should be inspected more frequently. Refer to the “Cold Weather Operation” section of the Operation and Maintenance Manual for more details.
3. Tension on new belts must be readjusted after the first 24 hours of operation and quarterly, thereafter.