

# QUICK REFERENCE

## Maintenance Check List



COOLING TOWERS  
CLOSED CIRCUIT COOLING TOWERS  
EVAPORATIVE CONDENSERS

Type of Service:	JAN.	FEB.	MAR.	APR.	MAY	JUN.	JUL.	AUG.	SEPT.	OCT.	NOV.	DEC.
1. Check fan bearings and lubricate, if necessary.												
2. Check tightness and adjustment of thrust collars on sleeve bearing units and locking collars on ball bearing units.												
3. Check belt tension and adjust if necessary. For gear drive units, check oil level.												
4. Clean strainer (if atmosphere is extremely dirty, it may be necessary to clean strainer weekly).												
5. Check for biological growth in basin. Consult water treatment specialist if such growth is not under control.												
6. Clean and flush basin.												
7. Check water distribution system. Check spray branches or hot water basins and clean as necessary. Check and re-position nozzles, if necessary.												
8. Check operating water level in the basin and adjust float valve, if required.												
9. Check bleed rate and adjust if necessary.												
10. Check fans and air inlet screens and remove any dirt or debris.												

**Once a Year:** Inspect and clean protective finish inside and out. Look particularly for any signs of spot corrosion. Clean and refinish any damaged protective coating.

Before undertaking start-up procedures or performing inspection or maintenance of BAC equipment, make certain the power has been disconnected. Refer to appropriate Operating and Maintenance manuals and comply with all caution label instructions.

See our website at [www.BaltimoreAircoil.com](http://www.BaltimoreAircoil.com) for an electronic copy of the Quick Reference Maintenance Check List.



## Suggestions for Spring Start-Up of Your Evaporative Cooling Equipment

- 1. Inspect the Unit.**
  - a. Check position of strainer screens and air inlet screens to be sure screens have not shifted during shutdown.
  - b. Check fans, bearings, fan motors, and pumps (if applicable) for lubrication. See item 6.
  - c. Rotate all fan shafts by hand to make sure they turn freely.
  - d. Check fan motors for proper rotation. Directional arrows on fan cowls or housings indicate correct rotation.
  - e. Clear fans of any trash or debris that may have accumulated during shutdown.
  - f. Check make-up valve for shut-off ability. Check float ball for buoyancy.
  - g. Check spray nozzles for proper distribution.
  - h. Check surface for scale, sludge or debris and clean if necessary.
  - i. Check access door gaskets and replace, if necessary.
  - j. Check the condition of the cooling tower fill. If it is clogged or deteriorated, replace it with Factory Authorized Replacement Fill.
- 2. Inspection of Casing.**
  - a. While the unit is still drained, thoroughly inspect the unit casing. Clean and touch-up any areas showing signs of deterioration. For galvanized steel construction units, any damaged area should be cleaned to bare metal and refinished with zinc-rich compound (ZRC). This is also the time when any casing joint leaks can be easily repaired.
  - b. Remove any deposits that have built up and were not cleared by flushing the basin. Touch up the area beneath deposits as required.
- 3. Fill the Cold Water Basin with Fresh Water to the Overflow level.**
  - a. At *initial start-up* or before restart-up where the basin was completely drained; the initial biocide treatment should be applied at this time (see Water Treatment in section N).
  - b. *Following a shut-down period*, where the basin was *not* completely drained: It is recommended that an initial shock treatment of appropriate biocides be administered at restart-up to eliminate accumulated biological contaminants.
- 4. Fill Basin with Water and Check Float Valve Level.**

After the unit has been in operation under load for several days, the operating water level should be checked. Check the Operating and Maintenance Manual to determine the proper operating water level.
- 5. Adjust Belt Tension of Fan Motors.**

Proper belt tension is determined by pressing against a single belt midway between sheaves, which should deflect the belt between 1/4" and 3/8 with moderate pressure. To adjust belts, loosen locknut on the motor base and rotate the exterior nut as necessary. Re-tighten locknut and recheck tension.
- 6. Lubricate Bearings.**
  - a. *Sleeve Bearings:* Use the BAC oil that was shipped with the unit. During the first week of operation, refill each bearing cup several times to saturate the felt wick in the bearing cartridge. **DO NOT USE OILS CONTAINING DETERGENTS FOR LUBRICATION.**
  - b. *Ball Bearings:* Purge bearings with new grease.
  - c. *Fan Motors/Pumps* (If applicable): Lubrication should be in accordance with motor manufacturer's recommendations.

## Suggestions for Winterizing Your Evaporative Cooling Equipment

1. Provision must be made to protect the water in the basin from freezing when the unit is idle. This can be accomplished by using a remote sump installed in a heated space or installing steam/hot water coils or electric immersion heaters in the tower basin.
2. All outdoor water lines, including the make-up water line to the unit and drain lines from the unit should be traced with heater cable and insulated.
3. During operation, frequent visual inspections of the unit must be performed regularly to:
  - a. Insure all operating controls are properly set and functioning normally.
  - b. Insure the method of freeze prevention is effective.
  - c. Discover any icing conditions before they develop to the point where the unit is damaged or system performance is impaired.
4. A regular preventive maintenance program must be established and carried out despite adverse weather conditions. Items covered should include:
  - a. Regular lubrication of moving parts.
  - b. Regular checking of the make-up valve and cleaning of strainers to prevent high water levels in basin.
  - c. Regular checking and cleaning of hot water distribution system to assure uniform flow over unit.

## Coil Protection for Closed Circuit Cooling Towers

1. Charge the coil with ethylene or propylene glycol to prevent the system fluid from freezing. The percentage of ethylene glycol should be determined based upon the conditions in your area.
2. If no ethylene glycol is used, adequate\* flow through the coil must be maintained so that the temperature of the circulating fluid is never less than 45°F.
3. During light load periods, artificial heat should be applied directly to the circulating fluid.
4. A vacuum breaker or air vent should be installed at the high point of the system and an adequately sized drain should be installed at the low point to permit emergency drainage of the coil.
5. All outdoor water lines and the spray pump body should be traced with heating cable and insulated.

\*See appropriate product information for details.

We would like to emphasize again the importance of frequent, regular visual inspection of the units while in operation during the winter months. Early detection of a potential cold weather problem can often result in a simple, inexpensive remedy now, rather than a major repair and inconvenience later.

**PROPER MAINTENANCE** — Proper winterizing, Spring start-up procedures, and scheduled periodic maintenance will prolong the life of the equipment, and ensure the trouble-free performance for which the unit was designed. Detailed instructions for maintenance are given in the BAC Operating and Maintenance Manual, which is included with every unit shipped. This manual should be read and kept in a safe place. Additional copies are available from your local BAC Representative.

