INSTRUCTIONS FOR CHANGING BEARINGS ON FANS

DUPLICATE SPLIT PILLOW BLOCK BEARINGS

1. Shut off power to fan. Use standard lockout procedure.
2. Remove belt.
3. Loosen the set screw of the pulley on the shaft and remove fan pulley.
4. Note position of impeller in relation to inlet orifice.
5. To insure correct spacing of new bearings, measure the distance between old bearings and distance between bearing and end of shaft.
6. Remove bolts from bearing flanges.
7. Remove impeller and shaft assembly.
8. Drive roll pin out of impeller, where used. Remove shaft-bearing assembly.
   **NOTE:** Impellers are secured to the shaft with roll pins, or set screws, or a combination of both. Be sure all retainers are loosened before attempting to remove impeller.
9. Loosen set screws in bearing set collars. Where locking type collars are used, the collars should be removed.
10. Remove bearings and neoprene rings.
11. Slide new bearings onto the shaft to desired location and bolt bearing blocks loosely to support base.
12. Slide shaft back and forth in secured bearing (do not drive with steel hammer) and rotate to make certain it turns freely.
13. Replace impeller onto shaft and drive roll pin into place.
14. Check correct positioning of impeller with inlet orifice.
15. Tighten bearing bolts securely to support base.
16. Tighten bearing set screws against shaft.
17. Place pulley on shaft and align with motor pulley.
18. Replace belt and adjust tension.

PILLOW BLOCK BEARINGS

1. Shut off power to fan. Use standard lockout procedure.
2. Remove belt.
3. Loosen the set screw of the pulley on the shaft and remove fan pulley.
4. Note position of impeller in relation to inlet orifice.
5. To insure correct spacing of new bearings, measure the distance between old bearings and distance between bearing and end of shaft.
6. Remove bolts from bearing flanges.
7. Remove impeller and shaft assembly.
8. Drive roll pin out of impeller, where used. Remove shaft-bearing assembly.
   **NOTE:** Impellers are secured to the shaft with roll pins, or set screws, or a combination of both. Be sure all retainers are loosened before attempting to remove impeller.
10. Remove bearings.
11. Slide new bearings onto the shaft to desired location and bolt bearing blocks loosely to support base.
12. Slide shaft back and forth in secured bearing (do not drive with steel hammer) and rotate to make certain it turns freely.
13. Replace impeller onto shaft and drive roll pin into place.
14. Check correct positioning of impeller with inlet orifice.
15. Tighten bearing bolts securely to support base.
16. Tighten bearing set screws against shaft.
17. Place fan pulley on shaft and align with motor pulley.
18. Replace belt and adjust tension.
TERMS AND CONDITIONS OF SALE

the Purchaser shall provide the Company with a tax exemption certificate acceptable to the taxing authorities.

CANCELLATION
Any contract resulting from the Purchaser’s order may be canceled by the Purchaser only by negotiations and mutual consent; any cancellation charges which will take into account expenses already incurred and commitments made by the Company.

DESIGN CHANGES
The Company reserves the right to make changes in design, improvements and additions in and to the extent without limitation, any liability or obligations to itself to apply or install the same in the space or building for which they are ordered.

TITLE
The title and right of possession of the products sold herein shall remain with the Company and such products shall remain the property of the Company until the full purchase price has been paid by the Purchaser, and furnished with the Company’s products such as motors, drives, vibration equipment, controls or other component accessory material manufactured by others and furnished with the Company’s products such as components of metals and transportation. All complete products shall be settled by binding arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The dispute shall be resolved by one neutral arbitrator who shall have no affiliation with either Purchaser or Company and shall be selected by the American Arbitration Association.

GOVERNING LAW
The rights, obligations and remedies of Purchaser and the Company, the interpretation of these terms and conditions and the sale of products hereunder by the Company shall be governed by Oklahoma law, without regard to any principles of conflict of laws.

ARBITRATION
Any dispute arising under or in connection with these terms and conditions or the sale of products shall be settled by binding arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The dispute shall be resolved by one neutral arbitrator who shall have no affiliation with either Purchaser or Company and shall be selected by the American Arbitration Association.

APPLICABLE DOCUMENTS
The agreement between the Company and the Purchaser relating to the products includes these terms and conditions of sale, any applicable warranties, and terms of sale and conditions provided by the Company and any terms appearing on the Company’s quotation, sales order acknowledgment, or invoice.

WARNING
The Company products are designed and manufactured to provide reliable performance but they are not guaranteed to be 100% free of defects. Even reliable products may suffer from random failures and the purchaser at any time may suffer damage due to random failures.

WARNING
Do not use in HAZARDOUS ENVIRONMENTS where fan’s electrical system could provide ignition to combustible or flammable materials unless a unit is specified and ordered with an explosion proof motor.

WARNING
If, in the judgment of the Company, the Purchaser at any time does not properly continue to maintain the original design or configuration of the products, the Purchaser shall be extended for a period equal to the time lost so as, in the Company’s judgment, to affect its performance.

SALES AND SIMILAR TAXES
The Company’s prices do not include sales, use, excise, or similar taxes. Company’s tax schedules shall be based on the amount of any present or future sales, excise, or similar taxes that are applicable to the sale of the product herein shall be paid by the Purchaser, or in lieu thereof.

SALES TERMS
If, in the judgment of the Company, the financial condition of the Purchaser at any time does not constitute a separate sale, and the default of any shipment or delivery shall constitute a separate sale, and the default of any shipment or deliveries.

SALES AND SIMILAR TAXES
The Company’s prices do not include sales, use, excise, or similar taxes. Company’s tax schedules shall be based on the amount of any present or future sales, excise, or similar taxes that are applicable to the sale of the product herein shall be paid by the Purchaser, or in lieu thereof.

SAFETY ACCESSORIES
The Company manufactures products designed to serve multiple applications and offers a wide range of safety equipment, including guards and other devices, as may be required to meet customer specifications. Without exception, the Company recommends that all orders include applicable safety devices. Products ordered without verifiable safety devices is clearly the responsibility of the Purchaser.

LOADING AND DELIVERY
All shipping and delivery dates are estimated delivery dates. The Company reserves the right to make changes in design, improvements and additions in and to the extent without limitation, any liability or obligations to itself to apply or install the same in the space or building for which they are ordered.

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