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## VAUGHAN COMPANY OFF LOADING AND LONG-TERM STORAGE INSTRUCTIONS VERTICAL WET WELL PUMP

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### **OFF LOADING AND INSPECTION INSTRUCTIONS:**

Prior to shipment Vaughan pumps are carefully crated and inspected to ensure arrival at your site in good condition. On receiving your pump, examine it carefully to assure that no damaged crating or broken parts have resulted from mishandling during shipping. Look for signs that the pump has been dropped, such as missing paint, dented flanges, cracked housings, or leaking oil. Turn the pump shaft by hand and verify that it turns over smoothly. If the shaft binds, look for debris between impeller and cutter bar. Otherwise, shaft binding could indicate damage. If damage has occurred, report to your carrier immediately, and consult your local Vaughan representative or call Vaughan Co. for advice. Be sure to remove the flange cover at time of installation.

OFFLOADING	CONFIRMATION	NAME & DATE
Receipt inspection notes no damage and pump shaft is confirmed to turn by hand?	Yes___ No___	

### **STORAGE REQUIREMENTS TO BE UNDERTAKEN BY CONTRACTOR:**

If equipment is to be stored for longer than two weeks, take the following action:

1. Coat exposed steel with a light layer of grease or protective spray-on lubricant to protect the equipment from corrosion.
2. Rotate the motor 1-¼ turn once each week to keep the bearings from sitting in one position for extended periods of time.
3. Avoid storing rotating equipment near vibrating equipment. The vibrations can cause damage to the ball bearings and cause premature failure once the equipment is started up.
4. Store rotating equipment in a clean, dry, heated area away from areas where it could be damaged from impact, smoke, dirt, vibration, corrosive fumes or liquids, or from condensation inside the motor or pump. It is helpful to cover equipment with plastic.
5. The bearing housing located below the submersible pump motor is about 85% oil filled. (An air bubble needs to be kept in this housing to avoid ruining the seal from high pressure if outside temperature increases during shipping or storage.) These housings should be kept 85% filled with ISO 46 hydraulic oil during storage to be sure the bearings are kept covered to avoid corrosion.

STORAGE	CONFIRMATION	NAME & DATE
Protective coating was applied?	Yes___ No___	
Equipment is not stored near any vibrating equipment?	Yes___ No___	
Equipment is stored in a clean, dry, heated indoor area?	Yes___ No___	

*All storage & maintenance log records must be retained and made available to the factory upon request.*





**RECORD OF MONTHLY OPERATIONAL MAINTENANCE**

- SHEET \_\_ OF \_\_ SHEETS -

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PROJECT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

PUMP MODEL: \_\_\_\_\_

PUMP SERIAL NUMBER: \_\_\_\_\_

START-UP DATE: \_\_\_\_\_

	NAME & DATE	AMPERAGE DRAW	DISCHARGE PRESSURE (PSI)	COMMENTS
MONTH 1				
MONTH 2				
MONTH 3				
MONTH 4				
MONTH 5				
MONTH 6				
MONTH 7				
MONTH 8				
MONTH 9				
MONTH 10				
MONTH 11				
MONTH 12				

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**RECORD OF QUARTERLY OPERATIONAL MAINTENANCE**

QUARTERLY MAINTENANCE IS TO BE PERFORMED IN ADDITION TO MONTHLY MAINTENANCE

- SHEET \_\_\_ OF \_\_\_ SHEETS -

PROJECT: \_\_\_\_\_  
 LOCATION: \_\_\_\_\_  
 PUMP MODEL: \_\_\_\_\_  
 PUMP SERIAL NUMBER: \_\_\_\_\_  
 START-UP DATE: \_\_\_\_\_

<b>MOTOR</b>	<b>MOTOR BEARINGS GREASED PER MANUFACTURER?</b>	<b>LOOSE OR CORRODED HARDWARE?</b>	<b>DRAIN PLUGGED?</b>	<b>DAMAGED WIRING OR CONDUIT?</b>	<b>COOLING FINS CLEANED?</b>
QUARTER 1	Yes___ No___	Yes___ No___	Yes___ No___	Yes___ No___	Yes___ No___
QUARTER 2	Yes___ No___	Yes___ No___	Yes___ No___	Yes___ No___	Yes___ No___
QUARTER 3	Yes___ No___	Yes___ No___	Yes___ No___	Yes___ No___	Yes___ No___
QUARTER 4	Yes___ No___	Yes___ No___	Yes___ No___	Yes___ No___	Yes___ No___

<b>PUMP</b>	<b>PUMP OPERATING SMOOTHLY &amp; WITHOUT VIBRATION?</b>	<b>LOOSE OR CORRODED HARDWARE?</b>	<b>OIL CLEAN &amp; AT THE PROPER LEVEL?</b>
QUARTER 1	Yes___ No___	Yes___ No___	Yes___ No___
QUARTER 2	Yes___ No___	Yes___ No___	Yes___ No___
QUARTER 3	Yes___ No___	Yes___ No___	Yes___ No___
QUARTER 4	Yes___ No___	Yes___ No___	Yes___ No___

<b>MOTOR &amp; PUMP</b>
NAME & DATE

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**RECORD OF SEMI-ANNUAL OPERATIONAL MAINTENANCE**

SEMI-ANNUAL MAINTENANCE IS TO BE PERFORMED IN ADDITION TO MONTHLY MAINTENANCE & QUARTERLY MAINTENANCE

- SHEET \_\_\_ OF \_\_\_ SHEETS -  
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PROJECT: \_\_\_\_\_  
 LOCATION: \_\_\_\_\_  
 PUMP MODEL: \_\_\_\_\_  
 PUMP SERIAL NUMBER: \_\_\_\_\_  
 START-UP DATE: \_\_\_\_\_

	NAME & DATE	MOTOR BEARINGS GREASED?	TOP BEARINGS GREASED?*
PERIOD 1		Yes___ No___	Yes___ No___
PERIOD 2		Yes___ No___	Yes___ No___

\*Grease Top Bearings applies only to models V8N, V8P, V8S, V10R, V12W, V16W, all direct driven pumps ordered with upper bearing protection, and all belt driven pumps 25HP or greater.

**RECORD OF ANNUAL OPERATIONAL MAINTENANCE**

ANNUAL MAINTENANCE IS TO BE PERFORMED IN ADDITION TO MONTHLY MAINTENANCE, QUARTERLY MAINTENANCE, & SEMI-ANNUAL MAINTENANCE

	NAME & DATE	PUMP REMOVED FROM PIT AND INSPECTED FOR WEAR OR DAMAGE?	CLEARANCES CHECKED BETWEEN IMPELLER AND CUTTER BAR?	SMOOTH ROTATION AND NO AXIAL PLAY OF SHAFT?	OIL LEAKING ACROSS SEAL FACES IN CASING?
YEAR 1		Yes___ No___	Yes___ No___	Yes___ No___	Yes___ No___

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