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## VAUGHAN COMPANY OFF LOADING AND LONG-TERM STORAGE INSTRUCTIONS HORIZONTAL SCREW CENTRIFUGAL PUMPS

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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 suction cone. 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.

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 other 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.

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)	VAUGHAN FLUSHLESS CARTRIDGE SEAL: CHECK OIL FOR LEAKAGE & CHANGE AS NEEDED	VAUGHAN TANDEM SEAL: NOTE FLUSH RATE	METAL BELLOWS SEAL: CHECK OIL FOR LEAKAGE & NOTE FLUSH RATE	PACKING: CHECK FOR LEAKAGE & ADJUST; NOTE DRIPS PER MINUTE
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: \_\_\_\_\_

MOTOR	MOTOR BEARINGS GREASED PER MANUFACTURER?	LOOSE OR CORRODED HARDWARE?	DRAIN PLUGGED?	DAMAGED WIRING OR CONDUIT?	COOLING FINS CLEANED?
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___

PUMP	LOOSE OR CORRODED HARDWARE?	OIL LEVEL & OIL CONDITION IN BEARING HOUSING ACCEPTABLE?	PUMP OPERATING SMOOTHLY & WITHOUT VIBRATION?
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___

MOTOR & PUMP NAME & DATE

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**RECORD OF ANNUAL OPERATIONAL MAINTENANCE**

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

	NAME & DATE	CHANGED OIL IN VAUGHAN CARTRIDGE SEAL	INSPECTED FOR WEAR OR DAMAGE	CLEARANCES CHECKED BETWEEN IMPELLER AND INLET CONE?
YEAR 1		Yes___ No___	Yes___ No___	Yes___ No___

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