

**VAUGHAN COMPANY OFF LOADING AND
LONG-TERM STORAGE INSTRUCTIONS
TURBO AGITATOR & 100S VERTICAL MIXER**

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. Turn the pump shaft by hand and verify that it turns over smoothly. If the shaft binds, look for debris (or paint) 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.

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.
5. The mixer column and bearing housing are assembled as an oil-filled assembly so that the sea and lower bearings are covered in oil. To avoid bearing corrosion these housings should be kept filled with ISO Grade 46 hydraulic oil to normal levels. (Note that the top bearing is grease lubricated. An air gap should be left below the top two bearings. Do not over fill.)

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: _____

MIXER MODEL: _____

SERIAL NUMBER: _____

START-UP DATE: _____

	NAME & DATE	AMPERAGE DRAW
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: _____
 MIXER MODEL: _____
 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___

MIXER	LOOSE OR CORRODED HARDWARE?	OIL AT THE PROPER LEVEL?	OIL CLEAN?	MIXER OPERATING SMOOTHLY & WITHOUT VIBRATION?	MOTOR & MIXER NAME & DATE
QUARTER 1	Yes___ No___	Yes___ No___	Yes___ No___	Yes___ No___	
QUARTER 2	Yes___ No___	Yes___ No___	Yes___ No___	Yes___ No___	
QUARTER 3	Yes___ No___	Yes___ No___	Yes___ No___	Yes___ No___	
QUARTER 4	Yes___ No___	Yes___ No___	Yes___ No___	Yes___ No___	

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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 -
-

PROJECT: _____
 LOCATION: _____
 MIXER MODEL: _____
 SERIAL NUMBER: _____
 START-UP DATE: _____

	NAME & DATE	MOTOR BEARINGS GREASED
PERIOD 1		Yes___ No___
PERIOD 2		Yes___ No___

RECORD OF ANNUAL OPERATIONAL MAINTENANCE

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

	NAME & DATE	MIXER REMOVED FROM PIT & INSPECTED FOR WEAR OR DAMAGE?	SMOOTH ROTATION AND NO AXIAL PLAY OF SHAFT?	CLEARANCES CHECKED BETWEEN PROPELLER & CUTTER?	OIL LEAKING ACROSS SEAL FACES INTO ELBOW?
YEAR 1		Yes___ No___	Yes___ No___	Yes___ No___	Yes___ No___

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