



CLIMETEC

FAN COIL MAINTENANCE GUIDE

MAINTENANCE SCHEDULE

Safety Considerations – Before any service, troubleshooting or maintenance, see the following cautionary markings.



DISCONNECT POWER BEFORE SERVICING, CLEANING, TROUBLESHOOTING OR MAINTENANCE



**MOVING PARTS HAZARD
PRIOR TO ACCESSING MOTOR BLOWER DISCONNECT
ALL POWER**



**HOT PARTS HAZARD
ELECTRIC HEATER SHALL BE DISCONNECTED BEFORE
SERVICING HOT WATER COIL. CHECK WATER
TEMPERATURE BEFORE SERVICING.**

WARNING

WARNING:	RISK OF ELECTRIC SHOCK. CAN CAUSE INJURY OR DEATH: DISCONNECT ALL REMOTE ELECTRIC POWER SUPPLIES BEFORE SERVICING
AVERTISSEMENT:	RISQUE DE CHOCS ELECTRIQUES. PEUT CAUSER DES BLESSURES ET MEME ENTRAINER LA MORT. COUPER LES SOURCES D' ALIMENTATION A DISTANCE AVANT LE DEPANNAGE
WARNING:	CONSULT A QUALIFIED ELECTRICIAN TO ENSURE CORRECT BRANCH CIRCUIT CONDUCTOR
AVERTISSEMENT:	CONSULTER UN ELECTRICIEN QUALIFIE POUR VOUS ASSURER QUE LES CONDUCTEURS DE LA DERIVATION SONT ADEQUATS
WARNING :	During construction do not operate units and keep all openings covered to protect against debris. Support bottom unit risers until permanent anchors have been installed. See installation instructions
AVERTISSEMENT:	Durant la construction ne fonctionnent pas et conservez toutes les ouvertures des unités couverts afin de protéger contre les débris. Appuyer unité inférieure jusqu'à ce que les ancrages permanents disposent risers été installé. Voir les instructions d'installation

FOR PROPER UNIT OPERATIONS - ALL MAINTENANCE PROCEDURES SHALL BE FOLLOWED.



AIR FILTER

Air filter shall be changed at least twice a year. Frequency of filter change has to be more frequent under heavy load and dirty air. A clogged filter effects the performance on the fan coil .

Filter is secured in position by filter guides. To change filter lift the filter access panel on the front panel.

Units with integrated heat or energy recovery (HRV/ERV) will have a fresh and exhaust air filter in addition to the standard fan coil filter, located in the upper section of the fan coil and housed inside the HRV/ERV cabinet.

Climetec recommends filters to be changed at least twice a year. However more frequent filter change may be required under heavy load and dirty air. If unit is provided with a washable filter (Only on ERV/HRV) it shall be washed every 3 months.

Filters shall be placed in their proper location and filter panels must be properly secured for proper unit operation.

DRAIN PANS

Vacuum condensate drain pan, remove scale, and check for potential leaks. If any stagnant water exists or an overflow condensate drain pan exists immediately detect and remedy the cause.

Climetec recommends to maintain the drain pan and drain hose twice a year.

Remove drain hose, vacuum and snake, to allow free flow of condensation. Reconnect drain hose, and check for kinks. Ensure hose clamps are firmly secured. Ensure hose is fully inserted on condensate and riser stubs and secured firmly with hose clamps.



COILS

Climetec recommends once a year coil clean up and inspection every 6 months, more frequent cleaning and inspection may be required under heavy load and dusty environments. Coils shall be kept clean to maintain optimal performance.



DO NOT LEAVE YOUR WINDOW OR BALCONY DOOR OPEN, ESPECIALLY NEAR YOUR FAN COIL WHEN THE OUTSIDE TEMPERATURE IS AT OR BELOW FREEZING: AS THIS MAY FREEZE THE WATER COIL OF YOUR UNIT WHICH COULD CAUSE A FLOOD AND UNINSURED IN-SUITE DAMAGE.

COPPER TUBING & HOSES

Climetec recommends inspection of copper tubing and hose connections to the riser every 6 months. Any trickle found shall be rectified immediately.

MOTORIZED VALVES

Climetec recommends inspection of motorized valves for its proper operation every 6 months.



MOTORS & BLOWERS



**DISCONNECT POWER BEFORE SERVICING,
CLEANING, TROUBLESHOOTING OR MAINTENANCE**

Main supply air fan located in the lower panel and also HRV/ERV fans located in the upper section of the fan coil and housed inside the HRV/ERV cabinet shall be inspected for its proper operation every 6 months.

Dust and dirt shall not be allowed to accumulate on the blower motor, blower wheel and housing. The wheel and housing shall be cleaned periodically using a vacuum cleaner or a soft brush.

Dirt and dust can result in an unbalanced blower wheel. While cleaning make sure not to dislodge the balancing weights on the blower wheel.

INSULATION

Climetec recommends inspection of liner insulation inside the units for any wear, tear or mold growth. If any mold growth exists spray unit with inhibit mold growth, as per health Canada guidelines.

CLEANING OF FAN COIL UNIT

Vacuum interior of fan coil. Premises to be left clean and tidy.

**IMPORTANT
NOTICE**

**PREMISES TO BE LEFT
CLEAN AND TIDY**



MAINTENANCE OF ERV/HRV UNIT



**DISCONNECT POWER BEFORE SERVICING,
CLEANING, TROUBLESHOOTING OR MAINTENANCE**

Remove the front access panel on the fan coil. Remove the fan coil front access door.
Remove the HRV/ERV unit door wing nuts, Remove the door
Remove the filters.
Remove the recovery core, delicately pull it towards you out of the unit.

Cleaning the cabinet: With a clean damp cloth clean the wall of the cabinet and wipe with a dry cloth USE WATER ONLY, DO NOT USE PRODUCTS CONTIANING SOLVENTS, DO NOT USE HOUSEHOLD CLEANING PRODUCTS

HRV CORE Cleaning: Gently use the Vacuum cleaner on each side of the core. Also refer to sticker on the recovery core on detail maintenance instruction



**REFER TO STICKER ON THE RECOVERY
CORE FOR MAINTENANCE INSTRUCTION**

ERV CORE Cleaning: Gently use the Vacuum cleaner on each side of the core.
Also refer to sticker on the recovery core on detail maintenance instruction



**REFER TO STICKER ON THE RECOVERY
CORE FOR MAINTENANCE INSTRUCTION**



Cleaning the filter (ONLY APPLIES to REUSABLE FILTERS) Please check if filters used are throw away or washable
Vacuum the filter using a soft brush

Slide the recovery core and filters in the unit. Reinstall the HRV/ERV door and the front access door and panel on the fan coil.

Every month, make sure that the air inlet and outlet are not obstructed by particles or ice. Every month during the winter, make sure that the condensation drain opening is not obstructed. Three times a year or as needed, clean the filters. Once a year or as needed, clean the HRV/ERV core. Once a year, preferably in the fall, vacuum out the inside of the devise.

WARRANTY

Climetec Industries Inc. warrants the equipment stated above from factory defects in material or workmanship under normal use and proper maintenance schedule. See Climetec's Limited Warranty certificate for detailed information.

**OUR WARRANTY
EXCEEDS INDUSTRY STANDARDS**

Extended warranties and maintenance programs are available with factory trained technicians and OEM components. Call Climetec for details.

PARTS

Replacement components and filter for the fan coil unit are available through:

PHONE: 905.660.0700

WEBSITE: WWW.CLIMETECINDUSTRIES.CA