

Up-keep of the washroom ceiling fans

In order for the ceiling fan to function at its optimal and to prevent fire, it needs to be kept clean.

Removing the fan to clean it is easy, and when done regularly, it is with minimal effort.

Warning: Before you start, make sure the fan is off!

Step 1

Remove the screw holding the cover. Be sure to hold-on to the cover so it doesn't get damaged by falling to the floor. If the cover is stuck to the ceiling, caused by humidity or by paint, gently tap on the side of it to release taking care not to damage it and keeping it from falling to the floor or onto an object. Set aside, it will need cleaning in soapy water, and maybe even with a brush if left unwashed for too long. Do not scrub-off the label. The cover will need to be dry before installing it again.



Wash cover in soapy water, dry, set aside for now.



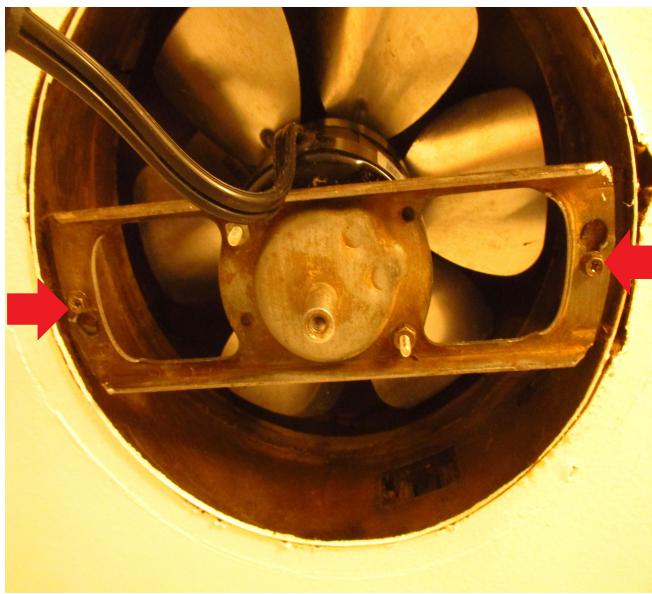
Step 2

unplug the motor as shown below, in the same way you would unplug an electrical lamp from a wall.



Step 3

With a screw driver, loosen the two screws holding the motor up, DO NOT completely remove the screws. Once they are loosened, rotate the whole fan until you are able to bring the motor down holding on to it so it doesn't fall to the floor.



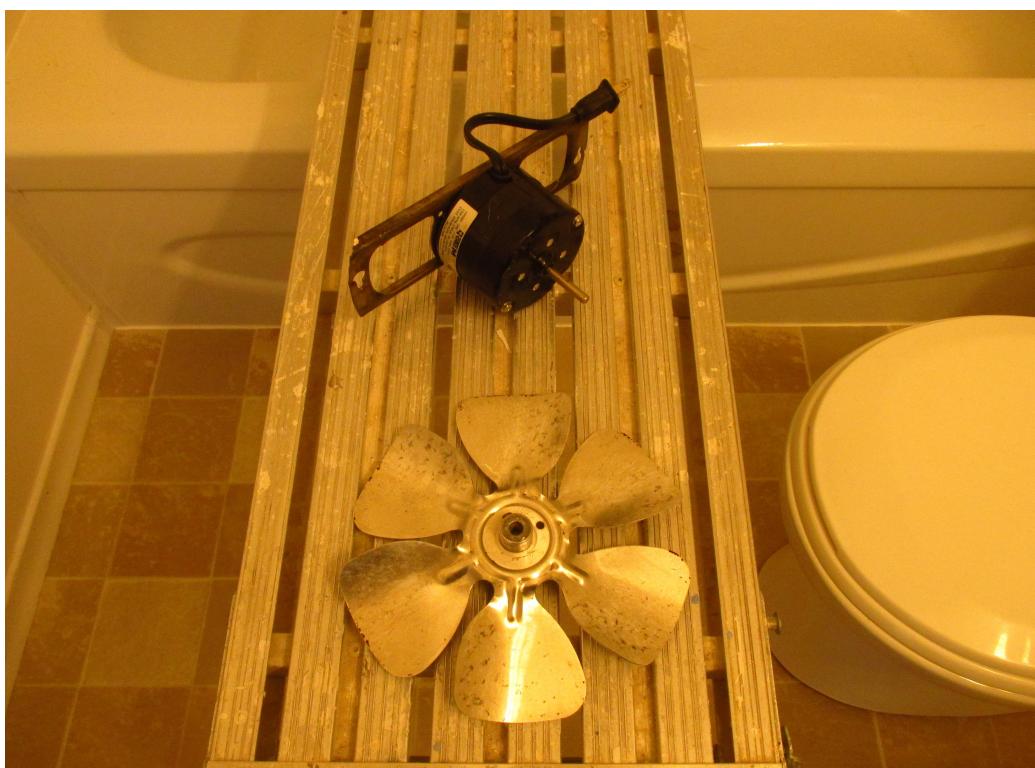
Step 4

Using a wet soapy rag, wash inside the fan being careful not to cut yourself on any sharp edges. You can protect the floor and other items in the washroom by covering them with a plastic or old sheet. If there is a lot of loose debris, you can use a vacuum to remove some before using a wet soapy rag.



Step 5 Cleaning the motor and blades.

The blades can be removed from the motor for easy cleaning, but extra care must be taken so not to damage them. They are very easy to bend out of shape. If the blades become damaged, the fan will not operate properly if at all. To remove the blades from the motor, loosen the screw with a screw driver as shown, DO NOT remove it. Slide the blades off of the motor shaft.



Note: The blades can be immersed in soapy water for easy cleaning, but **NOT the motor**. If you put the motor in water, it will no longer work and will need to be replaced at the cost of appropriate \$70. Use a damp soapy cloth to clean the motor being careful not to allow water to enter the motor. Rinse the soap off using a damp cloth taking care of not getting water inside the motor, and dry it.

Step 6 Reinstalling

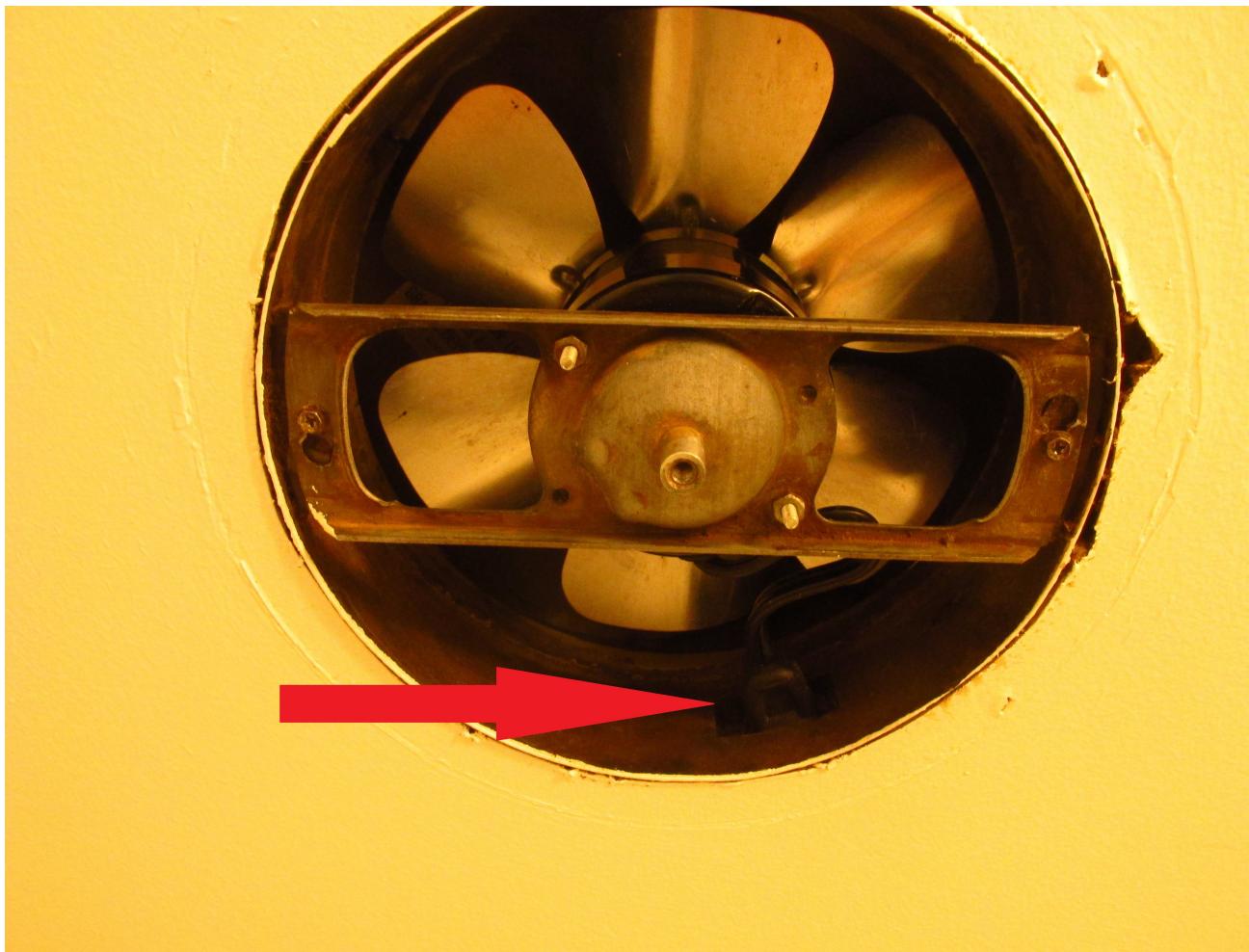
Reinstall the blades on the shaft by sliding it back onto the shaft, making sure it is put back the right way. Secure with the screw and screw driver being careful not to bend the blades.

Review steps 3 and 5.



Step 7 Reinstalling fan

Reinstall the fan as it was, and using a screw driver, tighten the two screws to secure. DO NOT over-tighten so not to strip the screws. **BEFORE connecting the power again, test the blades** by gently rotating the blades and listen for any friction (the blades rubbing against anything). The blades should be moving easily and freely. When all is well, reconnect the power as shown insuring the wire is not getting caught in the blades.



Step 8 Final step

When all is well, put the cover back on. Make sure it is clean and dry before reinstalling. Turn fan on only slightly, to test that all is well.



Well-Done!