

HEXATECH	Method Statement Mechanical Ventilation Fan Installation Work	Issue No.: 1	Document Effective Date: 01 Aug 2022	Page 1 of 3
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INSTALLATION OF MECHANICAL VENTILATION FANS

1.0 *Scope of Work*

To supply, install, testing and commissioning of the new mechanical ventilation fan shall be installed at location shown on the approved shop drawings.

2.0 *Standard Reference*

This method statement shall be read in conjunction with the following documents:

- Healthy, Safety and Environment Plan (HSE Plan)
- Approved Shop Drawings.
- The relevant Malaysian Standards (MS), British Standards (BS), American Standards (ANSI, ASME, NFPA, ASHRAE etc.) and other Codes of Practice where applicable.

3.0 *Methodology*

3.1 **Dimensions of Wall or Other Openings for Mounting Fan.**

The fan is designed for all-angle usage and may be mounted in any position. When face mounted to a wall, the wall opening should be 3" less than O.D. of the fan frame. If fan frame is to be recessed into the wall, opening should be 1/4" larger than O.D. of the fan frame. Shutter installation must be a minimum of 4" from fan blade exhaust. Shutter must have a net opening equal to or larger than the diameter of the fan being used. (See dimensions on fan brochure.)

3.2 **Air Exhaust or Air Supply Usage.**

The fan is designed primarily for use as a wall exhaust fan. If supply fan usage is required, it is recommended that the entire fan unit be mounted in a sheet metal or plywood sleeve and attached to the wall location with fan position reversed 180° from the normal wall exhaust position. Fans may be electrically reversed for temporary or emergency use. Fan will not perform efficiently when electrically reversed.

3.3 **Pre-Installation Check of Fan.**

Before installation of fan, check carefully for shipping damage which may result in blade misalignment, deformed parts or other damage. After motor has been mounted, check pulley alignment and belt tension. Before connecting the power source, check motor nameplate to be sure of correct phase and voltage, and motor voltage connection when motor is dual voltage. Single phase motors are shipped from factory wired for 230 volt. For low voltage operations see motor manufacturer's instructions on name plate. Make sure propeller turns freely without striking fan frame or any foreign object which may interfere with its operation. Note direction arrow on orifice to make sure propeller is rotating in the correct direction when power is applied.

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3.4 Fan Cleaning and Adjustments.

Fan should be cleaned as necessary to remove accumulated dust, dirt and other foreign matter which may collect on the blades or other fan parts. Belt(s) should be inspected and tension adjusted (see below). Be sure to check for belt misalignment which can result in excessive wear and premature failure. If rust or corrosion is found, the affected area should be thoroughly cleaned and refinished.

3.5 Fan Speed Adjustment.

On belt drive models equipped with adjustable pitch motor pulley, the pitch setting made at the factory operates the fan at the maximum safe load for the motor. Do not close pulley to increase fan speed as this will overload motor and cause damage to motor or trip - out. Pulley may be opened to reduce fan speed and thus decrease CFM.

4.0 *List of Site Installation and Test*

- a) Doc No. AC-006
- b) Doc No. AC-006A

Please refer the attachment (CL/INST/FAN) and (CL/TEST/FAN)

5.0 *HSE Requirement*

- 1) The objective is to implement the quality control on site, which shall be followed by the construction team so that the Contactor without any costly re-work would finally accept the finished work.
- 2) All workers will be provided with appropriate personnel protection equipment (PPE) and this must be worn during the work .Workers who failed to comply with this requirement will be removed from site.
- 3) Unauthorized personnel are not permitted within construction area.
- 4) To prepare scaffolding and stage work (relevant works).
- 5) To select and provide waste area.
- 6) To provide safe area for the storage of equipment.

6.0 *List of Tools*

- Multi meter
- Test pen
- Hand Tools – Spannar, Screw driver, hammer etc.
- Hand Drill
- Ladder/scaffolding