
Evaporative air cooler maintenance schedule checklist

Check and adjust bleed rate.

The appropriate bleed rate will depend on the water quality being supplied to the unit. It may be necessary to increase the bleed rate if it is found that there is an excessive build up of salts or suspended matter. It may be necessary to reduce the bleed rate or convert to an automatic conductivity controlled system if bleed rates are excessive

Check operation of float valve and dump valve.

We recommend doing this manually by operating each valve and observing the water level and bleed rate.

Check that pads are uniformly wet, adjust if necessary.

Uneven water distribution over the pads will significantly reduce the efficiency and capacity of the unit.

Inspect pads for cleanliness, remove and hose down as necessary.
Record and report if pads need replacing.

In particularly dusty areas this inspection may be necessary on a weekly basis. The client or service technician should be aware of the local requirements.

Remove inspection panel, check belts.

This requires a visual inspection of the belts and a physical check to ensure that the belt tension is correct and belts are sound.

Switch on, check pump operation.

A visual inspection of the water flow in the distribution tray is usually sufficient.

Report if air filter (where fitted) requires replacing.

Flush drainage system with clean fresh water.

Drain and clean sump.

Draining and cleaning sumps is an effective method of reducing microbial population multiplication.

Inspect water strainer and clean where necessary.



PRE SEASON EVERY 12 MONTHS

- Adjust for even water distribution over filter pads.

Uneven water distribution over the pads will significantly reduce the efficiency and capacity of the unit.

- Check water bleed rate complies with manufacturer recommendations.

This may need to be adjusted to a different rate from the above recommendations. It may be necessary to increase the bleed rate if it is found that there is an excessive build up of salts.

- Inspect filter pads and record/report if new pads are required.

Pads should be inspected regularly: AS/NZS 3666.2 requires inspection every three months, and replacement as necessary.

- Reinstall drain plug in reservoir, fill reservoir and check ball valve setting, clean line strainer.

It is often wise to disinfect the cooler before placing back in service. With the fan isolated and the pump operating add a small quantity of household bleach and allow water to circulate for about 30 minutes. Run water to waste and flush with fresh water for 5 minutes, repeat this fresh water flush and then refill the unit and place in service.

END OF SEASON EVERY 12 MONTHS

- Apply grease film to blower shaft and bearings.

- Check belts for wear and adjust.

- Check pulley alignment.

- Clean water distribution channels.

- Empty and clean water reservoir, leave drain plug out.

- Examine for corrosion, repair as necessary and report if painting is required.

Paint should be selected as appropriate for the location of the cooler and the conditions of operation.

- Lightly lubricate motor bearings to the manufacturers' recommendation where possible.

- Remove, hose down and reinstall filter panels.

- Switch off pump, inside unit, if switch is fitted.

- Turn off water supply.

In areas subject to frost, isolate the water supply and drain pipework to avoid burst pipes due to freezing.

Air-handling and water systems of buildings – Microbial control

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