

Installation, operation and maintenance manual

Grilles, diffusers and external louvres

Thank you for purchasing a HVC product.

It is essential that the following information is read, understood and acted upon to ensure satisfactory operation of your new air terminal throughout its working life.

Upon receipt of unit - Before signing for the delivery

- Fluorescent yellow stickers are attached to every package we despatch detailing receipt instructions and what to do if your goods are damaged.
- The instructions on this must be followed or HVC will not be able to assist with any claims for damage.

Prior to installation

- If the unit is to be stored on site, ensure it is stored in a clean and dry environment.
- Do not stack excessive numbers of units as the weight of the stack may damage them.
- Immediately prior to fitment, remove all packaging from the unit.

Installation

- Installation should only be carried out by competent persons.
- Installation should always take into account the requirements of future maintenance, with a view to providing adequate access to units for inspection and cleaning.
- If being installed into a larger assembly, please ensure provision for access is taken into account.
- Immediately before installation, perform a check of the unit ensuring that all blades and component parts remain secure and that the frame remains rigid.
- Air terminal edges can be sharp. PPE should be used when handling.
- Larger units can be heavy, ensure suitable lifting methods are used to help prevent injury.
- Ensure that any ductwork connecting to the unit is appropriately supported, and that the unit itself will not be relied upon to support ductwork and visa versa.
- Ensure that any fixings used to support the unit, and the structure to which it is fixed, are capable of supporting the weight of the unit.
- Fixing holes can be factory drilled or formed, however it is your responsibility to ensure that these are adequate for the application.
- After installation, perform a check of the unit ensuring that all blades and component parts remain secure, that the frame remains rigid and that the unit itself is secure to the supporting construction.

Normal maintenance

We recommend the following steps are carried out at least once per year, however should local conditions warrant it (for example if dusty conditions are prevalent), the steps below may need to be carried out more frequently.

- Perform a visual check of the unit, inspecting for any obvious signs of damage.
- Check to ensure that all blades and component parts remain secure and that the frame remains rigid.
- If the unit has a removable or hinged core, the core should be opened to check for correct function. The condition and position of any safety cords or chains should also be checked.
- Perform a check of all fixings, ensuring the unit remains secure to the supporting construction.
- Should cleaning be required, use a non abrasive sponge/cloth, dampened with a water and mild detergent solution. Do not use any solvents, abrasive cleaning tools etc.

Operation

- Grilles, diffusers and external louvres normally contain no moving parts, and no human interaction is required other than from initial installation and maintenance.
- On occasion units may include removable or hinged sections, operation of these is normally quite self explanatory (bolts, quarter turn fasteners, barrel locks, spring pins etc).