

Installation, operation and maintenance manual

Volume control dampers (including but not limited to): NCA Series 900, HVC-VCD, BDS, LF and SF uPVC VCD

Thank you for purchasing a HVC volume control damper.

It is essential that the following information is read, understood and acted upon to ensure satisfactory operation of your new damper 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 damper is to be stored on site, ensure it is stored in a clean and dry environment.
- Immediately prior to fitment, remove all packaging from the unit. Take particular care inspecting the inside of the unit for any packing materials which may disrupt damper operation.

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 dampers for inspection and cleaning.
- If being installed into a larger assembly, please ensure provision for access is taken into account, for example through the use of removable access panels.
- If being installed into ductwork we are able to supply a full range of access doors to facilitate quick and easy access.
- Damper edges can be sharp. PPE should be used when handling.
- Larger dampers can be heavy, ensure suitable lifting methods are used to help prevent injury.
- Ensure that ductwork is appropriately supported, and that the damper itself will not be relied upon to support ductwork and visa versa.
- Ensure any fixings used do not damage or impinge upon the blades or blade linkage/gears.
- If the damper is to have an actuator fitted on site, pay special attention to torque requirements of the unit supplied and ensure fitment is done correctly.
- After installation, perform a visual check inside the damper, ensuring it is free of foreign items/debris.

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 inside the damper, ensuring it is free of foreign items/debris.
- Check to ensure blades remain secure and that any seals are undamaged.
- Should cleaning be required, use a non abrasive sponge/cloth, dampened with a water and mild detergent solution. Pay special attention to seals.
- The gear linkage and associated parts are hidden and protected, no maintenance is required for these parts.
- Do not use any oils or greases to lubricate the damper, it has been designed to operate without lubrication. The application of lubricants will attract debris and make future cleaning more difficult.
- Finally, test the working condition of the damper using the normal operation method (if applicable) ensuring operation remains smooth.

Operation

- If fitted with a manual handle e.g. plastic knob or locking quadrant, the damper should be adjusted with a slow and deliberate motion, avoiding jerking movements, in order to prevent damage to the drive system.
- If fitted with an actuator, no direct human input is required.
- Dampers are suitable for constant modulation.