

MODEL INFORMATION IS NOTED ON YOUR UNIT AND CAN BE FOUND BY OPENING THE HATCH

PAGE 1 OF 1

UNIT: **ENERGY RECOVERY VENTILATOR ERV-1**

MAKE: **VENMAR/VANEE**

MODEL: **70E**

O & M MANUAL SECTION: **3.4**

---

MAINTENANCE:

QUARTERLY ROUTINE:

- Inspect and or replace air filters.
- Cassette panels and interior of unit should be wiped down using a soft cloth and mild detergent.

ANNUAL ROUTINE:

- Perform Quarterly routine.
- Fan blower wheels should be checked for dirt build-up. Clean as required.
- Check system operation, and controls.

LUBRICATION:

- For fan blower and motor lubrication instructions, refer to manufacturer's recommendations.

VANEE

MODEL INFORMATION IS NOTED ON YOUR UNIT AND CAN BE FOUND BY OPENING THE HATCH

PAGE 1 OF 2

UNIT: **ENERGY RECOVERY VENTILATORS ERV-2, ERV-3**

MAKE: **REVERSOMATIC**

MODEL: **RERV-S200**

O & M MANUAL SECTION: **3.4**

---

MAINTENANCE:

SEMI-ANNUAL ROUTINE:

1. Turn the unit off and disconnect the power supply.
2. Unlatch the door and lift the door panel towards you, hold it firmly and slide it to the left.
3. Clean the inside of the door and drain pan with a damp cloth to remove dirt and debris that may be present.
4. Clean the filters: (twice a year)
  - Remove the filters.
  - Vacuum to remove most of the dust.
  - Wash with a mixture of warm water and mild soap. Rinse thoroughly and shake filters to remove water and let dry.
5. Oil/grease defrost damper levers and hinges.
6. Check the exterior fresh air supply hood:
  - Make sure there are no leaves, twigs, grass, ice or snow that could be drawn into the vent. Partial blocking of this air vent could cause the unit to malfunction.
7. Reassemble the components, Filters and Door (The door is secured when you hear a click.)
8. Reconnect the power and turn on the unit.

ANNUAL ROUTINE:

Repeat steps 1 to 5 from the previous section and continue with the following steps:

1. Clean the HRV and ERV core:
  - Remove filters, Loosen the core locking bracket , Remove the core, carefully grip ends of core and pull evenly outward
  - HRV Core > remove dust using vacuum cleaner or rinse with cold water
  - > Soak and rinse the HRV core in warm soapy water
  - ERV Core > remove dust using vacuum cleaner
2. Motors - Maintenance Free, permanently lubricated
3. Drain Tube and Drain Pipe - Inspect drain tube, drain pipe and "P" trap for blockage, mold or kinks. Flush with warm soapy water and replace if worn, bent or unable to clean.

MODEL INFORMATION IS NOTED ON YOUR UNIT AND CAN BE FOUND BY OPENING THE HATCH

PAGE 2 OF 2

UNIT: **ENERGY RECOVERY VENTILATORS ERV-2, ERV-3**

MAKE: **REVERSOMATIC**

MODEL: **RERV-S200**

O & M MANUAL SECTION: **3.4**

---

MAINTENANCE:

4. Clean Duct Work if Required - Wipe and vacuum the duct once every year. The duct work running to and from HRV/ERV may accumulate dirt. You may wish to contact a heating / ventilation company to do this.
5. Cleaning the Fans - Fans may accumulate dirt causing an imbalance and/or excessive vibration on the HRV/ERV. A reduction in the air flow may also occur. In new construction this may result within the first year due to heavy dust and may occur periodically after that over time depending on the outdoor conditions.

- unplug the HRV/ERV
- open the service door
- remove the core
- disconnect the fan motor wires
- remove the screws securing fan assembly
- pull the fan assembly out of unit
- check for any accumulation on the blades
- clean with a small brush if necessary:
  - scrub individual fan blades until clean
  - vacuum and wipe
- put the components back in place
- reconnect the power supply and turn the unit back on.

MODEL INFORMATION IS NOTED ON YOUR UNIT AND CAN BE FOUND BY OPENING THE HATCH

PAGE 1 OF 1

UNIT: **FAN COIL UNITS BB-1 TO BB-3**

MAKE: **JAGA**

MODEL: **BRIZA**

O & M MANUAL SECTION: **3.5**

---

MAINTENANCE:

SEMI-ANNUAL ROUTINE:

- Check condensate drain's condition and clean as required.
- Clean unit using a vacuum cleaner or air compressor. Do not use solvent or detergent based products.
- Clean dirty grilles using a vacuum cleaner.
- Bleed air from system.
- Inspect all electrical circuits and unit controls and operation.