



If you have questions email: [www.toltekservices.com](http://www.toltekservices.com)  
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<b>Dates Inspected:</b>						<b>Inspected by:</b>

TS-0057

### Ceiling Fan

*These instructions are to be used as a guide to help you maintain your home or office in a safe and efficient manner. They do not replace the requirements of the manufacturer. You should ALWAYS review your owner's manual for additional preventive maintenance requirements.*

This inspection is designed to increase efficiency and safety.

1. Inspect fan blades for dents, cracks, etc.
2. Turn fan motor on and check for proper operation.
3. Look closely at the space between the ceiling and the fan cover, there should be no space and although the fan motor itself is generally on a swivel ball type mount, the fixture itself should be secured close to the ceiling.
4. Clean fan blades to reduce pollen and impurities that circulate while the fan is operating.

Note: Ceiling fans should only be on when people are in the room. They do not heat or cool an area. Instead, they circulate the air to increase the comfort of the people in the room. Running a ceiling fan with nobody in the room is a waste of energy and only serves to increase your energy bill. Fans that run constantly may collect more dust and may require extra cleaning. Also, running a ceiling fan constantly shortens the useful life of the motor.

Take the time to do a thorough inspection. Ask if you have questions!