

# General Cleaning Procedure

**\*Please Note: This is a suggested procedure and is not necessarily all inclusive and should be done by a qualified technician. If you do not have a qualified technician please contact Castle Power Solutions, LLC and we can provide you with a quote for service. \***

## Every Three Months:

The air filters need to be cleaned. If after the first three months the air filters were not found to be dirty, the time period between cleanings can be extended to six months. Follow the procedure below for correct cleaning of filters.

1. Take air filters out of enclosure and vacuum both sides.
2. Rinse under warm water until the water runs clear.
3. Shake filters to remove excess water.
4. Allow to completely air dry before reinserting filters. (Approximately twenty-four hours.)

**Note: Castle Power Solutions, LLC suggests purchasing an extra set of air filters to swap out while one set is being cleaned. If you are interested in doing this please contact us and we would be happy to help place an order for you.**

## Once a Year:

Turn off power to equipment and follow key interlock procedure. Open the main disconnect and close the main grounding switch. Open the doors to the cabinet, and vacuum all surfaces. Inspect the following:

1. Conductors:  
Inspect the conductors for signs of over-heating.
2. Lugs:  
Inspect heat shrink tubing on lugs for signs of overheating which could indicate improperly crimped lugs.
3. Low Voltage Controls Enclosure:  
Inspect the enclosure for water leaks.  
The components should be inspected for signs of overheating.
4. Power Capacitor Units:  
Inspect the bushings for oil leaks.  
Inspect the power capacitor unit cases for excessive bulging.
5. Iron / Air Core Reactors:  
Each winding should be inspected for signs of over-heating.
6. Fans:  
With the door open, push down on the contactor to the fan (if applicable) with an insulated screwdriver to ensure the fan runs.
7. Key Interlocks (If Applicable):  
Each key interlock should be lubricated with powdered graphite lubricant once a year. To apply, shake dispenser and squeeze gently near center for best puffer action.