



# OPERATION CHECKLIST

## DO

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- ✓ Read the Operation and Maintenance Manual.
- ✓ Check all hose connections.
- ✓ Use a 12 gauge cord if the cord is under 50 ft (15 m) or a 10 gauge cord if the cord is over 50 ft (15 m).
- ✓ Provide fresh air intake for the cooler and maintain a minimum clearance of 3 ft (0.9 m) behind the cooler.
- ✓ Flush new cooling media.
  1. Fill the cooler with water.
  2. Switch on the pump.
  3. Run the cooler without the fan running for 5 hours.
- ✓ Make sure the cooling media is being evenly saturated. For Cold Front 300, 400, 401, and 500, use the control valve to adjust the water flow.
- ✓ Drain and clean the cooler weekly. Remove the cooling media and wash with a garden hose.
- ✓ Use Refresh™ tablets (algae killer) and/or CTT-EC™ cooler treatment tablets (mineral treatment). One algae killer tablet is provided in the cooler's reservoir. Additional water treatment tablets are available at [bigassfans.com](http://bigassfans.com).

## DON'T

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- ✗ DO NOT forget to dry out the cooling media before shutting down the cooler. Turn off the pump and leave the fan running for 10 to 15 minutes.
- ✗ DO NOT run the pump without filling the reservoir with water first.
- ✗ DO NOT completely open the water valve on Cold Front 300, 400, 401, and 500. This may flood the cooling media.
- ✗ DO NOT use a water source with more than 120 PSI of water pressure.
- ✗ DO NOT operate the cooler in a sealed room. Allow for fresh air intake and exhaust.





# MAINTENANCE

## SPRING CLEANING

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- ☑ Remove the cooling media and clean out any debris in the water pan at the bottom of the cooler.
- ☑ Remove the distribution tube from the mounting clips. Remove the plug at the end of the tube and flush out. Clean the distribution holes with a small brush and flush with water to verify all holes are clear.
- ☑ If the cooling media is heavily stained with minerals or is damaged, replace the media. Replacement cooling media is available at [bigassfans.com](http://bigassfans.com). Verify the media is installed correctly with the arrows on the side.
- ☑ Connect the water line and turn on the water supply. Check the float valve and make sure it is operating properly. Verify that the float valve is shutting the water off before walking away.
- ☑ Switch on the fan motor and pump. Make sure the cooling media is being evenly saturated with water. For Cold Front 300, 400, 401, and 500, use the flow control valve to adjust the water flow. Small dry streaks are acceptable.

## MID-SUMMER CHECKUP

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- ☑ Make sure the float valve is working properly. If the valve sticks, the water will run continuously and flood the reservoir. If this occurs, install a new float valve or contact Customer Service.
- ☑ Check all other working parts for cracks or damage, including the pump, fan motor, and fan belt.
- ☑ Check the condition of the cooling media. The cooler runs most efficiently when the media is clean. If the media has a heavy accumulation of mineral deposits, replace it.
- ☑ Use the drain valve to empty the reservoir. Remove any debris.

## WINTERIZE

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- ☑ Clean the minerals from the reservoir. Vinegar can be used to dissolve buildup. Flush out the reservoir through the drain plug.
- ☑ Inspect the water distribution tube for clogged holes. Clean as necessary.
- ☑ To prevent freezing in the cooler's water line, disconnect the water supply, and then open both valves on the side of the cooler to dry out the reservoir.
- ☑ Use a storage cover to protect your cooler and keep it clean.

