



# SEASONAL SHUTDOWN CHECKLIST

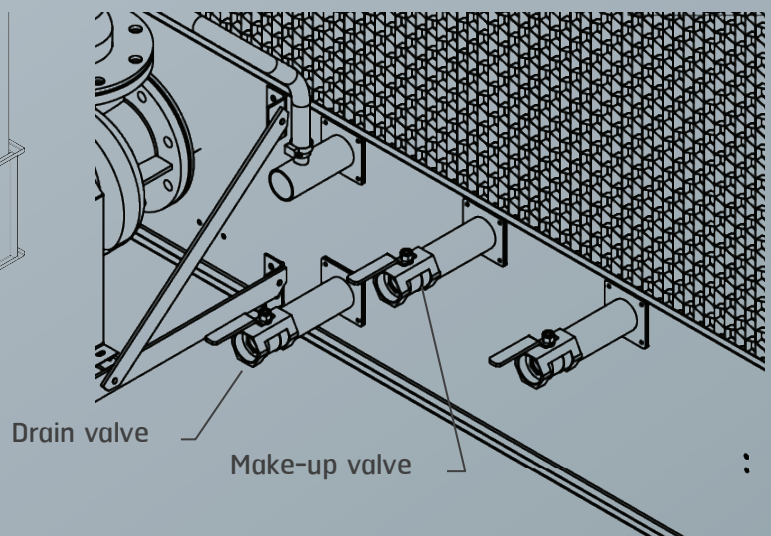
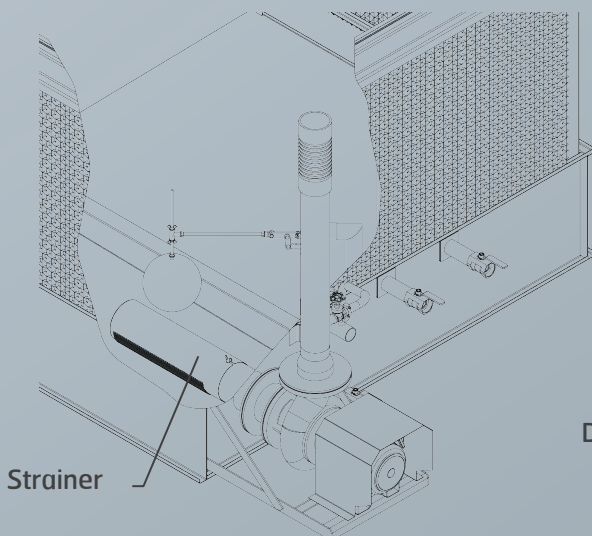
## Turn off the machine for more than 3 days

**CAUTION :** Make sure that the machine is off, no electricity running to the machine, and the machine must be locked out, together with a sign to prevent others from turning it on during the process.

- 1. Clean the outside and inside of the machine of fouling, dust, or leaves.
- 2. Drain water out of the basin.
- 3. Clean the basin of fouling and other debris without removing the strainer.
- 4. Remove and clean the strainer before reinstalling it.
- 5. Open the drain valve to prevent water in the basin.
- 6. Close the make-up valve to stop the float from working.

## In case the machine has been turned off for more than a month

- 7. Turn the water pump by hand for at least 10 rounds per time for 1 time a month to prevent the motor from being locked up with fouling.
- 8. Turn on the fan once a month for 2 hours each time to dehumidify the motor and prevent the motor from being locked up with fouling.



**REMARK :** If there are any problems or inquiries, please contact our sales representative or HEATAWAY Co., LTD..