

Guidelines: Long-term storage requirements for Valvcon™ electric actuators.

Rev. 1.0

Installation, maintenance and
operating instructions



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READ THESE INSTRUCTIONS FIRST!

These instructions provide information about safe handling and operation of the valve.

If you require additional assistance, please contact the manufacturer or manufacturer's representative.

SAVE THESE INSTRUCTIONS!

Addresses and phone numbers are printed on the back cover.

1. OBJECTIVE

This instruction manual contains important information regarding 'long-term' storage requirements for Valvcon™ electric actuators.

WARNING

IT IS THE PURCHASER'S RESPONSIBILITY TO TAKE THE NECESSARY PRECAUTIONS FOR THE PROTECTION OF ACTUATORS IN STORAGE. THE FOLLOWING ARE RECOMMENDATIONS FOR STORAGE TO MAINTAIN PRODUCT INTEGRITY DURING PERIODS OF STORAGE UP TO THIRTY (30) MONTHS WHEN STORED IN AN AREA AS DESCRIBED IN **SECTION 2**, AND PERIODICALLY INSPECTED AS DESCRIBED IN **SECTION 4**.

WARNING

ONCE REMOVED FROM STORAGE, ALL ACTUATORS SHOULD BE FULLY RETESTED PRIOR TO INSTALLATION.

2. LOCATION

We recommend the units are stored in a clean, dry, and secure warehouse. Units should not be stored on the floor. In storage the units are to be protected from any harmful effects listed below:

- Sunlight
- Ozone
- Moisture (rain, flood, humidity, etc.)
- Pests (mammal, insects, etc.)
- Dirt, dust, sand, etc.
- Mold and/or mildew
- Temperatures below 32° Fahrenheit, or above 100° Fahrenheit.
- Flames
- Radiation
- Vibration
- Chemicals
- Mechanical damage caused by crushing or dropping

NOTE: The major source of equipment deterioration encountered in 'long-term' storage is from condensation within the units. Should a reliable means be unavailable to preclude this condensation within the unit, the purchaser should consider the addition of heat source during storage. If continuous electrical power is available, installed anti-condensation heaters can be utilized in order to eliminate condensation; consult applicable actuator IMO for wiring information. Desiccant packs can also be used to counter condensation, but must be replaced when saturated; covers must be securely fastened and enclosures properly sealed. Humidity indicator cards, or equivalent, may also be used as an indicator of moisture levels present in the storage area.

3. EQUIPMENT ORIENTATION

1. Actuators may be stored in any position.
2. Missing or damaged conduit plugs should be replaced immediately in order to prevent contamination.
3. Actuators or actuator assemblies should be placed on a skid and covered to prevent dust, sand, dirt, or moisture from entering into the actuator. Electrical conduit openings must be plugged. Plastic conduit plugs must be replaced with appropriate pipe plugs.

WARNING

ACTUATORS MAY BE STORED IN ANY TRAVEL POSITION; IF ASSEMBLED TO A VALVE THE ASSEMBLY MUST BE STORED IN THE FULLY OPEN OR FULLY CLOSED POSITION TO PREVENT PERMANENT DAMAGE TO VALVE SEATS.

4. Actuators may be stored as shipped, provided the storage location and equipment orientation instructions in this manual are followed.
5. If actuator shipping condition must be altered for receiving inspection, repackage actuator or actuator assembly and follow instructions in this manual.

4. STORAGE INSPECTION AND MAINTENANCE

1. Create and maintain a storage record log.
2. Check the actuator and any accompanying devices for damage that may have occurred during shipping.
3. Any deficiencies noted should be immediately corrected. All maintenance activity should be recorded in the log.
4. Visual inspections should be performed on a semiannual basis. As a minimum, the condition of the packaging, humidity indicator cards and/or desiccant packs (if used), and the integrity of all plugs and covers shall be checked.
5. Steps should be taken to protect any unpainted exterior surfaces. Light rust on the exterior of the valves is permissible. This will have little or no effect on their performance. Heavy internal rust however, may be harmful and must be corrected.
6. Maintenance shall consist of correcting deficiencies noted during inspection. All maintenance activity shall be recorded in the log.
7. Actuator/valve assemblies should be cycled quarterly. Cycles should be full open to full close; do not make partial cycles. Return valve to either the full open or full closed position. Record the operation of the assembly in the log.
8. For storage of valve assemblies containing electric actuators the preferred storage position is with the valve stem and motor shaft in the horizontal position. It is acceptable to position the valve stem vertical, with the motor shaft horizontal.

5. PRE-INSTALLATION

1. Do not remove the conduit plugs until installing the actuator or actuator assembly.
2. Move the unit(s) to its intended location just before installation onto the final drive element, or putting an assembly into service.

6. REPAIR SERVICE/SPARE PARTS

We recommend that electric actuators be directed to our Northeast Service Center for maintenance. The Service Center is equipped to provide rapid turn-around at reasonable cost and offer new product warranty with all reconditioned electric actuators.

For electric actuators outside of the warranty period, request a Return Authorization by calling the Northeast Service Center at (508) 595-5195; or by sending an e-mail to flowcontrol@valmet.com.

NOTE: When sending electric actuators to the Service Center for repair, do not disassemble them! The actuator should be relatively clean upon return. For further information on spare parts and service or assistance, visit our Web site at www.neles.com/products/actuators/electric-actuators/.

NOTE: When ordering spare parts, always include the following information:

- a. Actuator model number from the product nameplate.
- b. Serial number from the product nameplate.
- c. Part number and/or description of the part required.
- d. Required quantity.

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