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RECEIVING NEW PUMP CHECKLIST

Upon receiving your new Summit Pump from the factory, there are a few simple steps to take before you can begin operation. It is CRITICAL that these items be addressed to ensure safe and proper installation, startup and operation of the pump. Failure to follow these steps can be EXTREMELY DANGEROUS to personnel and equipment as well as being very costly to those involved.

1. **Read and understand the instruction manual:**

Every new pump is shipped with an instruction manual that explains its installation and operation as well as providing tips for troubleshooting should problems arise during the life of the pump. The instruction manual is also available at www.summitpump.com

2. **Bearing Oil:**

Pumps and powerends are NOT shipped from the factory with oil and must be filled to the correct amount before startup. Be sure to check oil levels and oil quality via sight glass daily. If oil looks cloudy or has foreign partials, CHANGE OIL IMMEDIATELY.

3. **Impeller Clearance:**

Pumps shipped from the factory do NOT have the impeller clearance set properly. The application and fluid properties, such as temperature, are not always known. Impeller clearance MUST be adjusted prior to placing in service.

4. **Alignment:**

The factory only conduct a rough alignment and does NOT have the final alignment to the driver ready for service. Even if the pump was laser aligned at the factory, all efforts would be lost as soon as the pump is lifted. NOTE: Industry best practices dictate that a pump to driver alignment be checked/adjusted 5 times prior to startup.(Source: TAMU Pump Symposium and Heinz Block "Pump Users Handbook")

5. **Seal Setting:**

Mechanical seals are NOT set and are shipped with the seal clips in place. This avoids damage to the seal during transportation and allows for final impeller clearance adjustment. These clips must be removed before startup to avoid damage to the seal. Refer to the mechanical seal manual.

6. **Motor Rotational Check:**

Pumps are not shipped with the coupling spacer installed as it would need to be removed for alignment checks and adjustments. Ensure the motor is turning the pump in the correct direction. Running a pump in the wrong direction may spin the impeller off its threads and "mate" it with the casing. If this happens, it is highly probable the impeller will need to be replaced, the casing repaired, the shaft is now bent and the bearings and seals have been mechanically shocked.

Following these simple steps will help your pump have a long and healthy life. Summit Pump strives to educate our customers so their business is safe and successful!

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