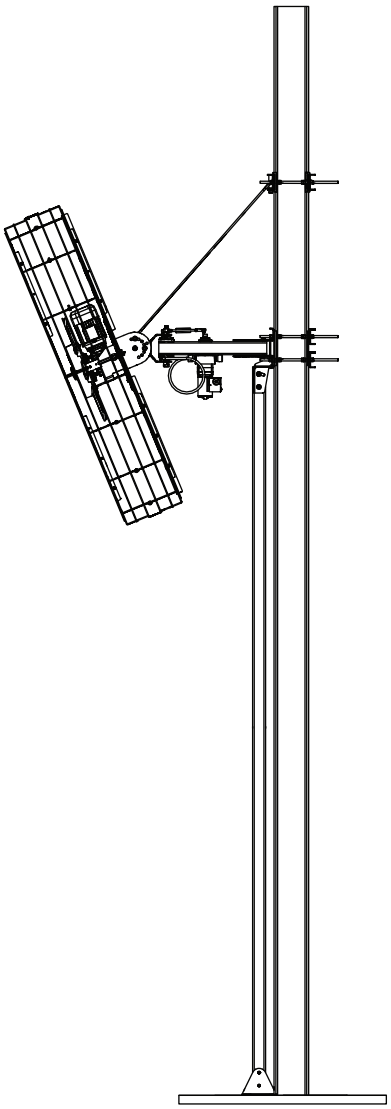
BIG ASS FANS
No Equal®

INSTALLATION GUIDE

Pivot 180



For help, call 1-877-BIG-FANS
or visit www.bigassfans.com

PRE-INSTALLATION CHECKLIST

- ☐ **Does the mounting structure meet the required specifications?** See page 5 for Big Ass Fans-approved specifications.
- ☐ **Are you familiar with the function and use of the safety cable?** See page 13 for information on properly securing the safety cable.
- ☐ **Will the fan be installed so that the bottom of the fan cage is at least 11 ft (3.35 m) above the floor?**
- ☐ **Will the fan be installed in a location that is free from obstructions that may interfere with the fan's movement?**
- ☐ **Will the fan be installed so that it is not subjected to high winds, such as from an HVAC system?** Install the fan so that it is ≥1x fan diameter away from a diffuser if the fan is at same level or above diffuser. If the fan is below a diffuser, install the fan so that it is ≥2x fan diameter from the diffuser. Refer to the illustration below.
- ☐ **Do you have the correct power circuit for the fan controller?** See page 23 for information on selecting the correct circuit/fuse for the fan controller.

Customer Service: 1-877-BIG-FANS
(International: +1 859 233 1271)

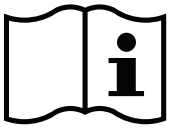
READ AND SAVE THESE INSTRUCTIONS

WARNING AND CAUTION SYMBOL

Indicates a hazard with a medium level of risk that could result in injury or death or damage to property if not avoided.

ELECTRICAL WARNING SYMBOL

Indicates an electrical hazard with a medium level of risk that could result in death or serious injury if not avoided.



Installation Guide
July 2016
Rev. N

Original English Instructions

Conforms to ANSI/UL STD 507: Electric Fans
Certified to CAN/CSA C22.2 No.113: Fans & Ventilators

This product was manufactured in a plant whose Management System is certified as being in conformity with ISO 9001.

Legal

Improper installation, delivery, or maintenance, including, but not limited to, any of the following actions by the customer or agent of the customer will constitute a breach of and will void all warranties:

- Failure to follow the required installation procedures specified in this Installation Guide and in all other documentation supplied with the fans and related equipment including documentation provided by the manufacturers of the individual fan and control components;
- Failure to follow all relevant codes and ordinances, including, but not limited to, the National Electric Code (United States), applicable national and local electrical codes, and state and local building codes;
- Failure to follow electrical engineering industry standards regarding the approved method of installing solid-state electrical equipment having the characteristics of the fans, the fan controls, and their related components, even if such standards are not specifically referenced in any instructions or literature supplied by Big Ass Solutions or provided by manufacturers.

www.bigasssolutions.com/patents ▪ www.bigasssolutions.com/warranties

IMPORTANT SAFETY INSTRUCTIONS

WARNING—TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK, OR INJURY TO PERSONS, OBSERVE THE FOLLOWING:

- **Installation work and electrical wiring must be done by qualified person(s) in accordance with all applicable codes and standards.**
- **When cutting or drilling into a wall or ceiling, do not damage electrical wiring or other hidden utilities.**
- **Use this unit only in the manner intended by the manufacturer. If you have questions, contact the manufacturer.**
- **Before servicing or cleaning unit, switch off power at service panel and lock the service disconnecting means to prevent power from being switched on accidentally. When the service disconnecting means cannot be locked, securely fasten a prominent warning device, such as a tag, to the service panel.**

CAUTION: The installation of a Big Ass Fan must be in accordance with the requirements specified in this installation manual and with any additional requirements set forth by the national electric code (NEC), ANSI/NFPA 70-2011, and all local codes. Code compliance is ultimately YOUR responsibility! Failure to comply with these codes could result in personal injury or property damage.

WARNING: The fan controllers contain high voltage capacitors which take time to discharge after removal of mains supply. Before working on the fan controller, ensure isolation of mains supply from line inputs at the fan controller's disconnect (L1, L2/N, L3). Wait three (3) minutes for capacitors to discharge to safe voltage levels. Failure to do so may result in personal injury or death. NOTE: Darkened display LEDs are not an indication of safe voltage levels.

CAUTION: Exercise caution and common sense when powering the fan. Do not connect the fan to a damaged or hazardous power source. Do not attempt to resolve electrical malfunctions or failures on your own. Contact Big Ass Fans if you have any questions regarding the electrical installation of this fan.

Suitable for use with solid-state speed controls.

WARNING: To reduce the risk of fire, electric shock, and injury to persons, Big Ass Fans must be installed with Big Ass Fan-supplied controllers that are marked (on their cartons) to indicate the suitability with this model. Other parts cannot be substituted.

CAUTION: When service or replacement of a component in the fan requires the removal or disconnection of a safety device, the safety device is to be reinstalled or remounted as previously installed.

WARNING: Risk of fire, electric shock, or injury to persons during cleaning and user maintenance! Disconnect the appliance from the power supply before servicing.

CAUTION: Do not bend the blades when installing, adjusting, or cleaning the fan. Do not insert foreign objects in between rotating fan blades.

WARNING: Stay alert and use common sense when installing fans. Do not install fans if tired or under the influence of drugs, alcohol, or medication. A moment of inattention while installing the fan may result in serious personal injury.

CAUTION: The installation of this fan requires the use of some power tools. Follow the safety procedures found in the owner's manual for each of these tools and do not use them for purposes other than those intended by the manufacturer.

CAUTION: The Big Ass Fans product warranty will not cover equipment damage or failure that is caused by improper installation.

CAUTION: The column mount must be installed before attaching the oscillator arm!

CAUTION: Select a location that is free from obstructions that may interfere with the fan's movement. Note that the bottom of the column mount must be mounted at least 14 ft (4.27 m) from the ground so that the lowest point of the fan is at least 11 ft (3.35 m) from the ground..

Leave this installation guide with the owner of the fan.

WARNING: To reduce the risk of fire, electric shock, or personal injury, mount directly to a structural framing member.

CONTENTS

INTRODUCTION

You've made a great choice! Big Ass Fans® are an efficient, cost-effective and seriously cool way to stay comfortable and save energy all year long. More importantly, everything about your new fan—from the design of the motor to the angle of the airfoils—is based on extensive research, testing, and innovative engineering. It will keep you and your space comfortable for years to come.

Any questions or comments? We'd love to talk. Just call 1-877-BIG-FANS (1-877-244-3267) or visit bigassfans.com/contact-us/.

About Big Ass Fans

Our provocative moniker originated with the massive overhead fans we perfected to bring comfort and energy savings to large industrial buildings. Today, though, Big Ass Solutions is much more than industrial—and much more than Big Ass Fans or Big Ass Light. Big Ass means quality, form, and function to solve problems in the built environment. It means having a herd of engineers on staff and the world's only R&D facility dedicated to testing air movement on a grand scale. It means speaking to our customers directly to understand and solve their problems—if they need air movement, we do it bigger and better. If they need light, we make incredibly bright, long-lasting LEDs. But mostly it means an insatiable drive to improve, engineer, design, test, re-engineer, re-design, and re-test until we get it just right. That's why there's No Equal™.

About this fan

Fan diameter	6 ft (1.8 m)
Motor size	1.0 hp
RPM @ 60 Hz	180 RPM
Airfoil length	28 in. (71 cm)
Fan weight*	207 lb (90 kg)
Cage diameter	74.5 in. (189.2 cm)

* Weight includes a 3-ft (0.9-m) extension tube.

Voltage and phase	Minimum circuit size	Maximum full load current
100–125 V, 1 Φ	20 A	11.0 A
200–250 V, 1 Φ	15 A	5.5 A
200–250 V, 3 Φ	10 A	3.2 A
400–480 V, 3 Φ	10 A	1.6 A
575–600 V, 3 Φ	10 A	1.3 A

PARTS AND HARDWARE

The fan and controller are shipped in one large box. The fan cage is shipped in a separate smaller box. **If you ordered multiple fans, be sure to keep the components of each fan together.** *Note: Drawings are not to scale.*

Hardware

Lower Yoke Hardware
- (2) 1/2-13 x 4-1/2” GR 8 Bolt
- (4) 1/2” Flat Washer
- (2) 1/2-13 Nylock Nut

Main Fan Unit Hardware
- (4) 1/2-13 x 1-3/4” GR 8 Bolt
- (8) 1/2” Flat Washer
- (4) 1/2-13 Nylock Nut

Winglet Hardware
- (6) 10-24 x 1/2” Bolt
- (6) 10-24 x 3/4” Barrel

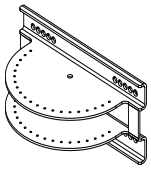
Airfoil Hardware
- (12) 5/16-18 x 2-1/4” GR 8 Bolt
- (36) 5/16’’ Flat Washer
- (12) 5/16-18 Nut

Column Mount Hardware
- (4) 1/2-13 Threaded Rod
- (4) 3” Square Washer*
- (16) 1/2” Flat Washer
- (16) 1/2-13 Hex Nut
- (8) 1/2-13 Nylock Nut

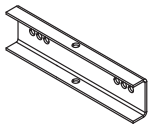
*Square washers are packaged in the main fan unit box.

Structural Stability Hardware*
- (12) 1/2” Flat Washer
- (2) 1/2-13 x 4-1/2” GR 8 Bolt
- (4) 1/2-13 x 1-1/2” Screw
- (6) 1/2-13 Nylock Nut

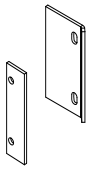
Parts



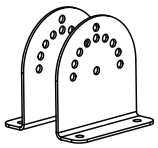
Front Column Mount



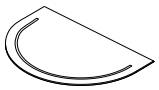
(2) Rear Attachment Channel



(4) Beam Clip & Spacer

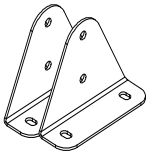


Lower Yoke

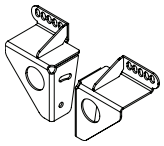


(2) Column Mount Spacer

Center Cap

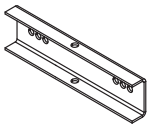


(2) Lower Stability Bracket*

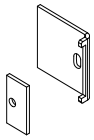


(2) Upper Stability Bracket*

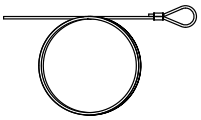
Torsion Tube*



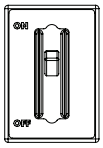
(2) Attachment Channel



(4) Beam Clip & Spacer

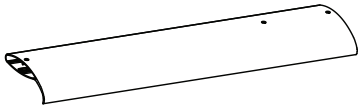


Safety Cable



Oscillator Switch

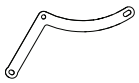
*The Structural Stability Package is only included if ordered. An Extender package is required if the fan is mounted higher than 14 ft.



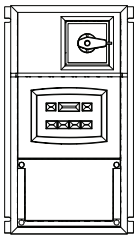
(6) Airfoil

(6) Winglet

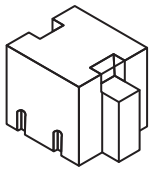
(6) Inner Trim



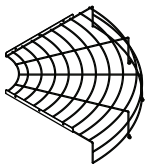
(6) Airfoil Retainer



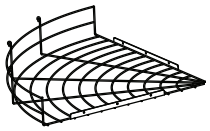
Wall Controller



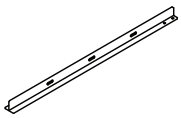
EPM & Fire Relay*

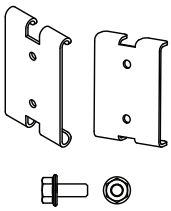


(4) Upper Cage Sections



(4) Lower Cage Sections





Cage Kit
(56) 1/4-20 x 1” Flange Bolt
(56) 1/4-20 Flange Nut

Cage Clip Kit
(4) Cage Clip (outer)
(4) Cage Clip (inner)
(8) 10-32 x 1/2” Flange Bolt
(8) 10-32 Flange Nut

* Fire Relay not shown.

TOOLS NEEDED

Big Ass Fans recommends gathering the following tools prior to beginning installation.

Mechanical Installation
Standard wrench set
Standard socket set with ratchet
Torque wrench capable of 40 ft·lb (54.2 N·m)
Phillips and flat head screwdriver
(2) C-clamp
Measuring tape
Hacksaw
Level

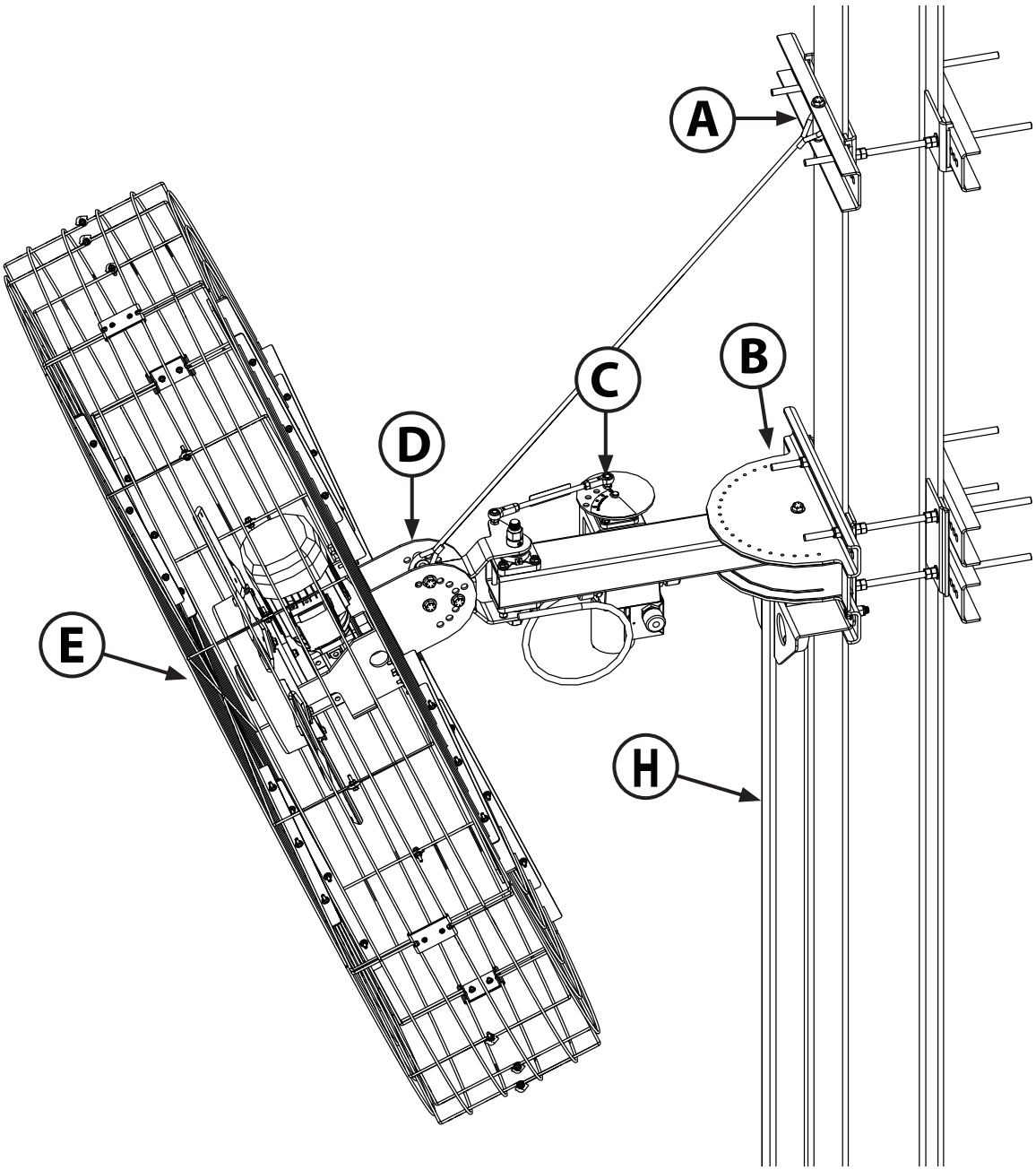
Electrical Installation
Phillips and flat head screwdriver
7 mm nut driver
5/16” nut driver
Pair of #10 to #14AWG strippers
Pair of medium size channel locks
Multimeter
Blue (14-18AWG) #8 stud ring terminals

IMPORTANT WEIGHTS

Part	Weight
Motor assembly	160 lbs (72.6 kg)
Oscillator arm	43 lbs (19.5 kg)
Column mount	92 lbs (41.7 kg)
Cage	40 lbs (18 kg)

FAN DIAGRAM

A. **Saftey Cable & Saftey Cable Mount:** Backup safety feature that secures the fan assembly to the mounting structure. The safety cable must be installed with the fan.
B. **Column Mount:** Secures the fan to the column.
C. **Oscillator Arm:** Extends the fan from the column and supports the oscillator motor.
D. **Lower Yoke:** Allows the fan to be pivoted in different directions. Connects motor/hub assembly to the mounting assembly.
E. **Main Fan Unit & Cage:** The cage protects the fan assembly.
F. **Airfoil (not shown):** Provides air movement. The unique, patented design provides efficiency and effective air movement.
G. Winglet (not shown): Improves the efficiency of the fan.
H. **Structural Stability Package:** Adds torsional stability. To order the Structural Stability Package, see the Optional Parts Order Form.



PREPARING THE WORK SITE

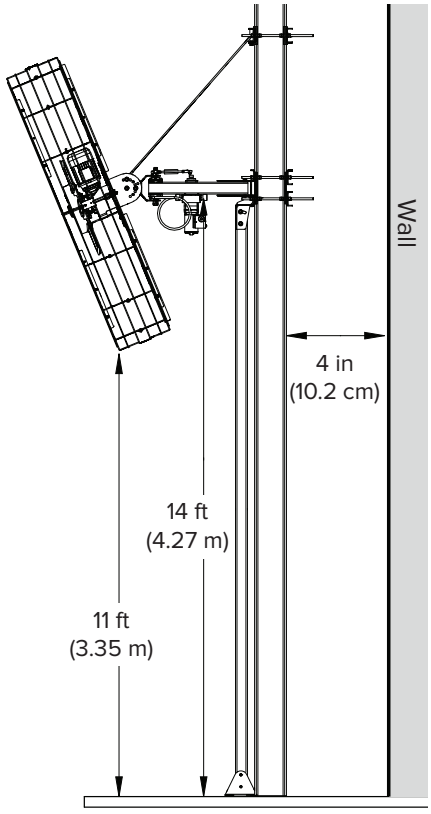
Before beginning installation, review the mechanical and electrical installation guidelines below.

Mechanical installation

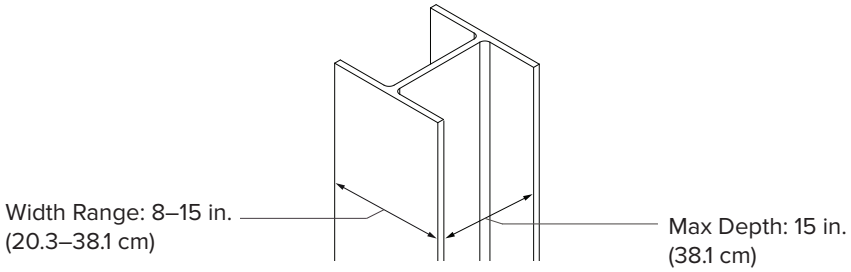
- Select a mounting location free from obstructions that may interfere with the fan's movement.
- The underside of the Column Mount must be located at least 14 ft (4.27 m) from the ground so that the lowest point of the fan is at least 11 ft (3.35 m) from the ground.
- The column must be at least 4" (10.2 cm) away from walls.
- The column width must be between 8" (20.3 cm) and 15" (38.1 cm).
- The column depth must be no more than 15" (38.1 cm).
- A scissor lift or other suitable means for lifting the weight of the fan and at least two installation personnel will be required.
- The fan installation area must be free of obstructions such as lights, cables, sprinklers, or other building structure. The airfoils should have at least 2 ft (0.61 m) of clearance from any obstructions.
- Adhere to the safety requirements in the table below when selecting the fan location.

Safety requirement	Minimum distances
Clearance	≥2 ft from all fan parts. The fan installation area must be free of obstructions such as lights, cables, sprinklers, or other building structure.
Airfoil height	≥10 ft above the floor
HVAC equipment	≥1x fan diameter if at same level or above diffuser. ≥2x fan diameter if below diffuser.
Fan spacing	2.5x fan diameter, center-to-center
Radiant/IR heaters	See the manufacturer's requirements for the minimum clearance to combustibles.

Distance Requirements



Width and Depth Requirements



Electrical installation

- Installation must be in accordance with the National Electrical Code, ANSI/NFPA 70-2011, and all local codes.
- Acceptable Unshielded Cable Types: Stranded THHN / THNW, rated for 600 V and 167°–194° F (75°–90° C) in metallic conduit.
- Acceptable Shielded Cable Types: RHH/RHW-2, rated for 600 V and 167°–194° F (75°–90°C); Belden 29501 through 29507; RHH/RHW-2, tray rated for 600 V and 167°–194° F (75°–90° C); Shawflex 2ACD / 3ACD or equivalent.
- MC cable (stranded or solid core) cannot be used for fan output/motor input leads.
- The motor leads from the fan control to the fan cannot be greater than 400 ft (121.9 m).
- The fan must be visible from its controller unless a suitable means of disconnect is used at the motor.
- The output/motor leads cannot share the same conduit or piping as the AC power supply. AC supply feeds for one fan controller may share the same conduit with AC supply feeds for one or more controllers.
- AC supply feeds for a fan controller and the output/motor leads for the same fan may not share a conduit.
- AC supply feeds for one fan controller cannot share conduit with output/motor leads from one or more controllers/VFDs.
- All unused conductors that share a conduit with the AC supply feeds must be grounded on both ends.
- Controller output/motor input leads cannot share a conduit with any other controller's output/motor leads.
- Controller output/motor input leads cannot share a conduit with any other controller's AC supply feed.

PREPARING THE THREADED ROD ASSEMBLIES

ATTENTION

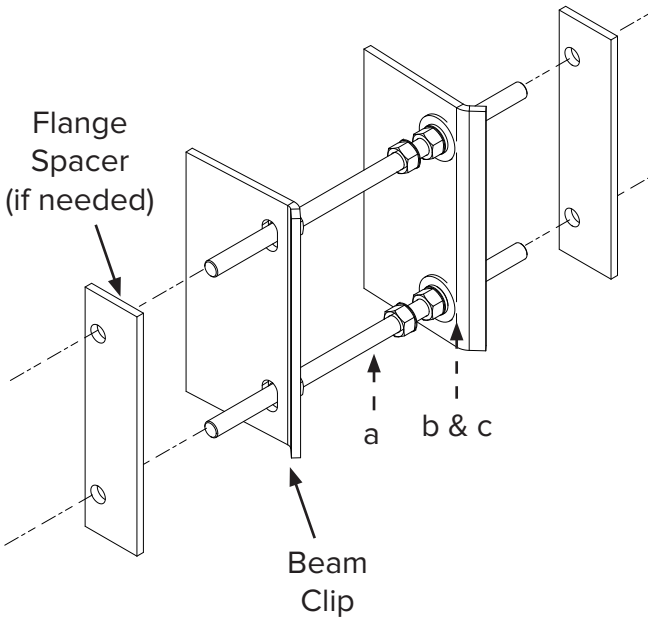
Install the flange spacers only if the thickness of the column flange exceeds 3/8" (1 cm). The mounting holes on the spacer are closer to one side than the other. Make sure the closer side is facing the column.

The Column Mount requires four (4) threaded rod assemblies; the Saftey Cable Mount requires two (2) threaded rod assemblies.

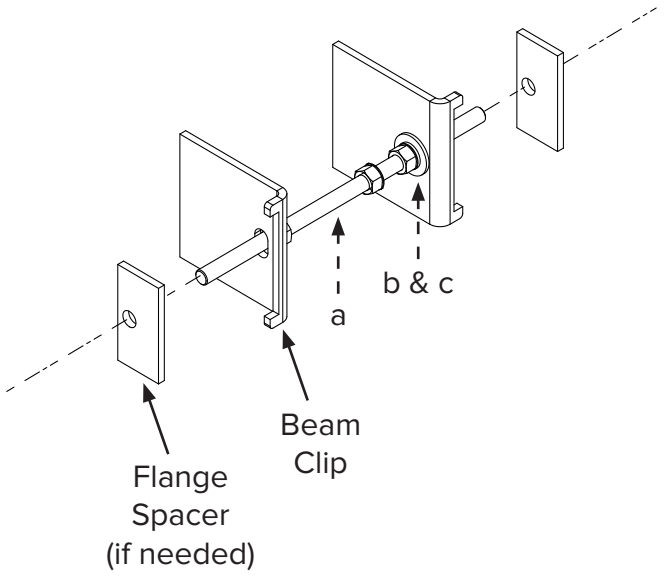
1. To determine the necessary length of the (6) threaded rods, measure the depth of the column (flange to flange), and then add three (3) inches. Cut the (6) threaded rods to the total length.
2. Thread two (2) hex nuts onto both ends of a threaded rod. On one end of the rod, position the first hex nut 2-1/4" (5.7 cm) from the end. Thread the second hex nut directly behind the first. Refer to the illustrations below and on the following page.
3. Using two (2) 3/4" wrenches, tighten the second hex nut to the first hex nut. Repeat the process for the remaining (3) threaded rods.
4. Slide a flat washer, beam clip, and, if necessary, a flange spacer (in that order) onto both sides of the threaded rod. Refer to the illustrations below and on the following page. Note: Beam clips and flange spacers used on the (4) Column Mount threaded rod assemblies are larger than those used on the (2) Safety Cable Mount threaded rod assemblies.
5. Repeat steps 2–4 for the remaining (5) threaded rods.

Threaded Rod Assembly Hardware:
a. (6) 1/2"-13 Threaded Rod
b. (12) 1/2" Flat Washer
c. (24) 1/2"-13 Hex Nut

Threaded Rod Assembly (for Column Mount)*

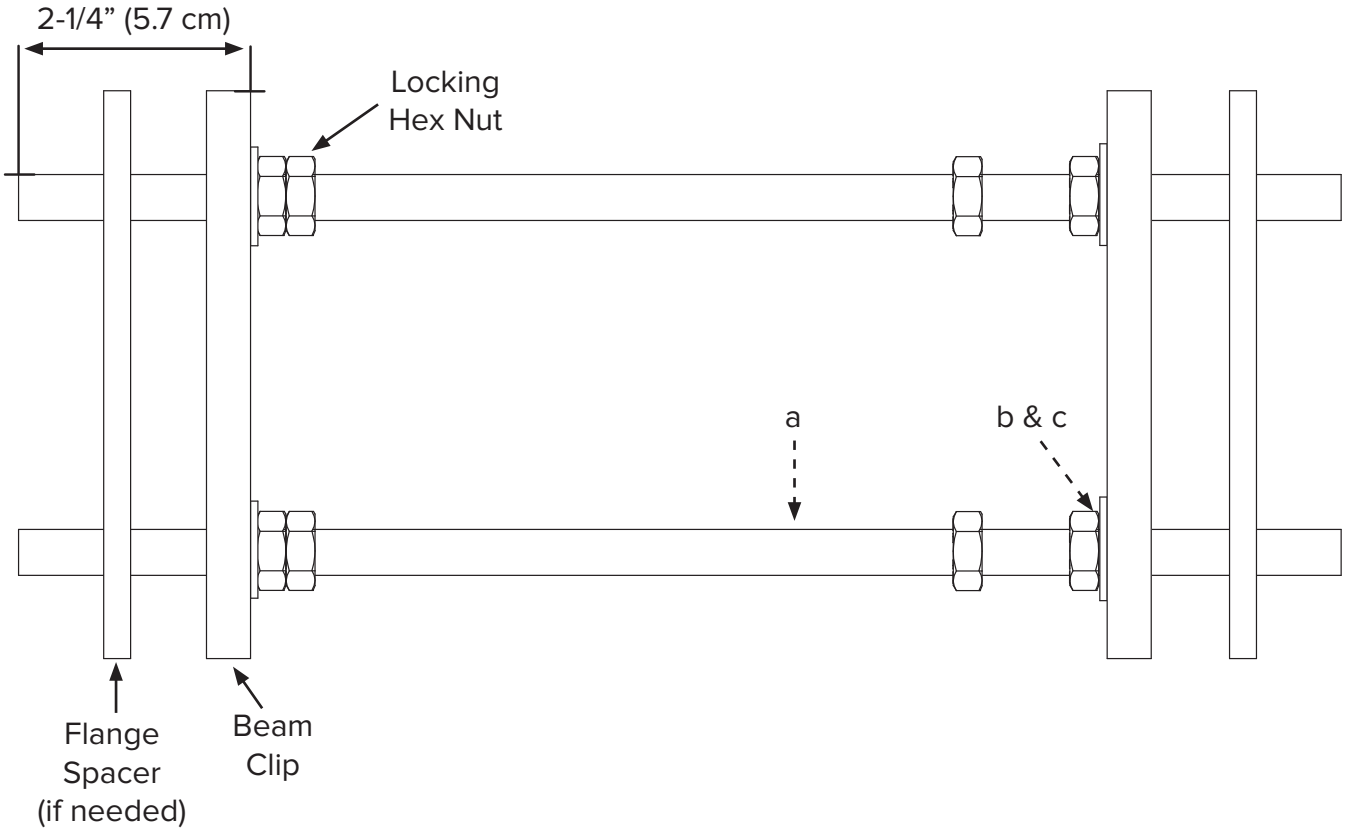


Threaded Rod Assembly (for Safety Cable Mount)*

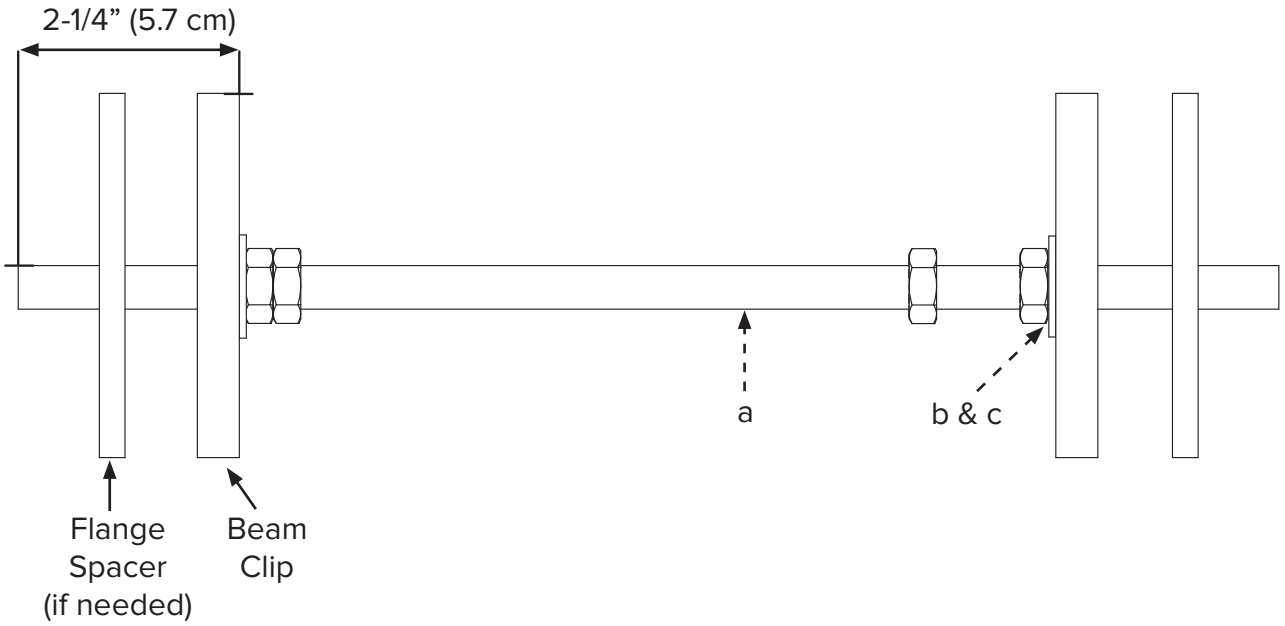


*Beam clips and flange spacers used on the Column Mount are larger than those used on the Safety Cable Mount.

Threaded Rod Assembly
(for Column Mount)



Threaded Rod Assembly
(for Safety Cable Mount)



MOUNTING METHOD: STRUCTURAL STABILITY PACKAGE

⚠ **WARNING: The following instructions assume that the customer's structure on which the fan will be mounted is of sound construction, undamaged, and capable of supporting loads of up to 335 lbs (151 kg). It is the sole responsibility of the customer to verify that the structure is adequate for fan installation. Big Ass Fans recommends consulting a structural engineer prior to fan installation.**

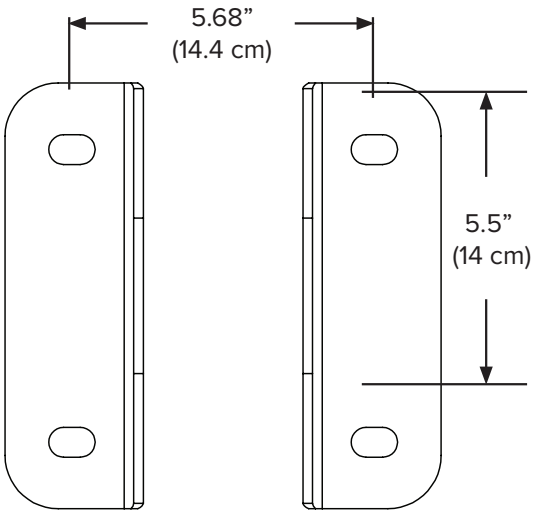
1. Install lower stability brackets

Install the four (4) anchor bolts in the floor. Big Ass Fans recommends installing the brackets directly below the location of the fan and no further than 8" (20.3 cm) from the column base. Refer to the diagram below for anchor bolt placement.

Attach the lower stability brackets to the anchor bolts using the customer-supplied Lower Stability Bracket Hardware.

Lower Stability Bracket Hardware (Customer-supplied):
a. (4) 1/2" Anchor Bolt
b. (4) 1/2" Washer
c. (4) 1/2"-13 Nut

Lower Stability Bracket Dimensions

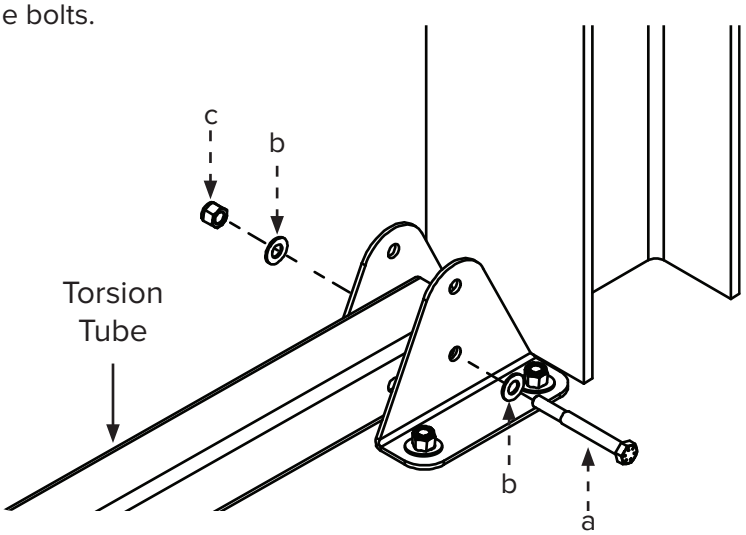


2. Attach torsion tube (to lower stability brackets)

Slide the torsion tube (in the horizontal position) between the lower stability brackets, and then attach the tube to the brackets as shown. DO NOT fully tighten the bolts.

Torsion Tube Hardware:
a. (1) 1/2"-13 x 4-1/2" GR 8 Bolt
b. (2) 1/2" Washer
c. (1) 1/2"-13 Nut

If installing the Structural Stability Package Extension (second torsion tube), proceed to step 3. If installing only one torsion tube, proceed to step 6.

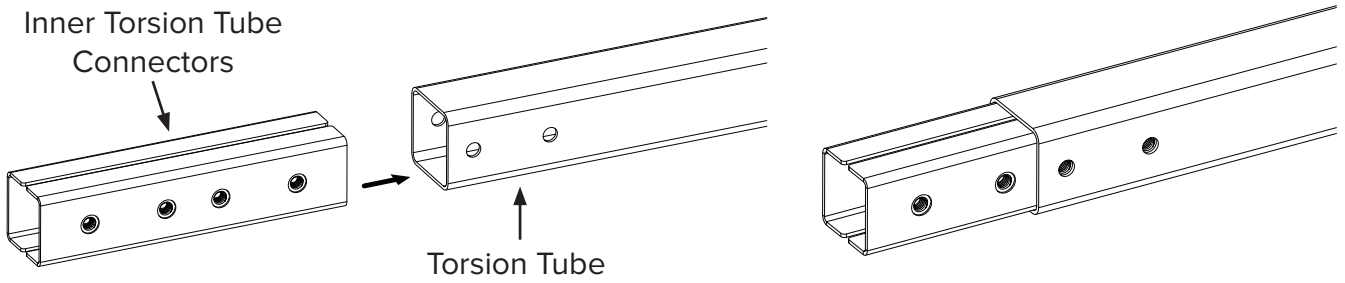


3. Insert inner torsion tube connectors (into torsion tube)

ATTENTION

If you are not installing the Structural Stability Package Extension (second torsion tube), skip this step and proceed to step 6.

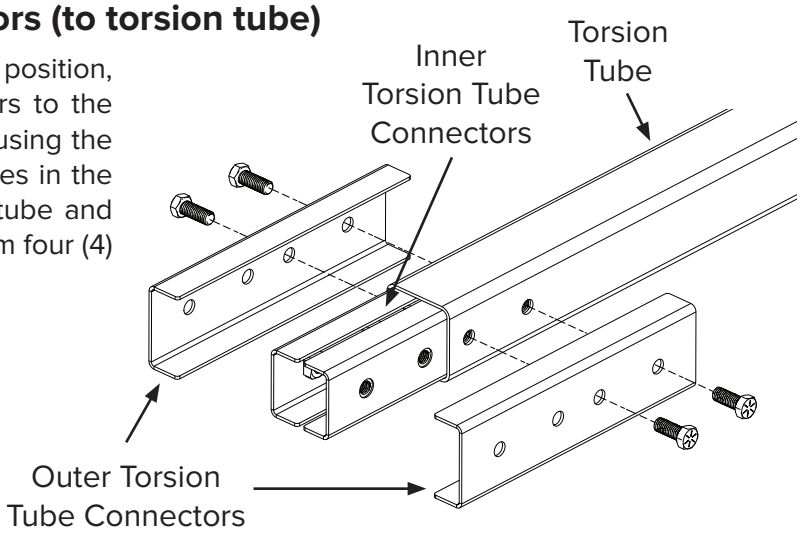
While the torsion tube is still in the horizontal position, insert the two (2) inner torsion tube connectors into the torsion tube. Align the bottom four (4) holes in the connectors with the four holes at the top of the torsion tube.



4. Attach outer torsion tube connectors (to torsion tube)

While the torsion tube is still in the horizontal position, attach the two (2) outer torsion tube connectors to the torsion tube and inner torsion tube connectors using the Torsion Tube Extension Hardware. Align the holes in the outer connectors with the holes in the torsion tube and inner connectors. Insert bolts into only the bottom four (4) holes. Securely tighten the bolts.

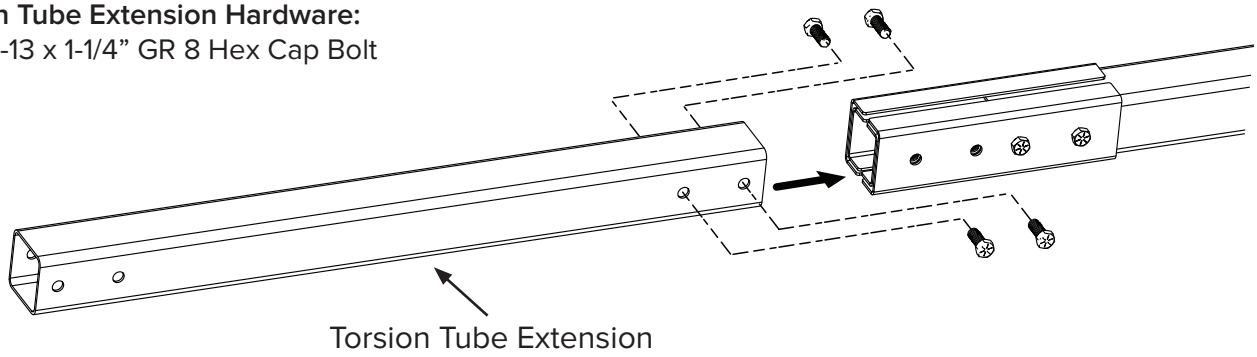
Torsion Tube Extension Hardware:
(4) 1/2”-13 x 1-1/4” GR 8 Hex Cap Bolt



5. Attach torsion tube extension (to torsion tube connectors)

While the torsion tube is still in the horizontal position, carefully insert the torsion tube extension between the inner torsion tube connectors and outer torsion tube connectors. Align the four (4) holes at the bottom of the torsion tube extension with the four holes in the torsion tube connectors. Attach the torsion tube extension to the connectors using the remaining Torsion Tube Extension Hardware. Securely tighten the bolts.

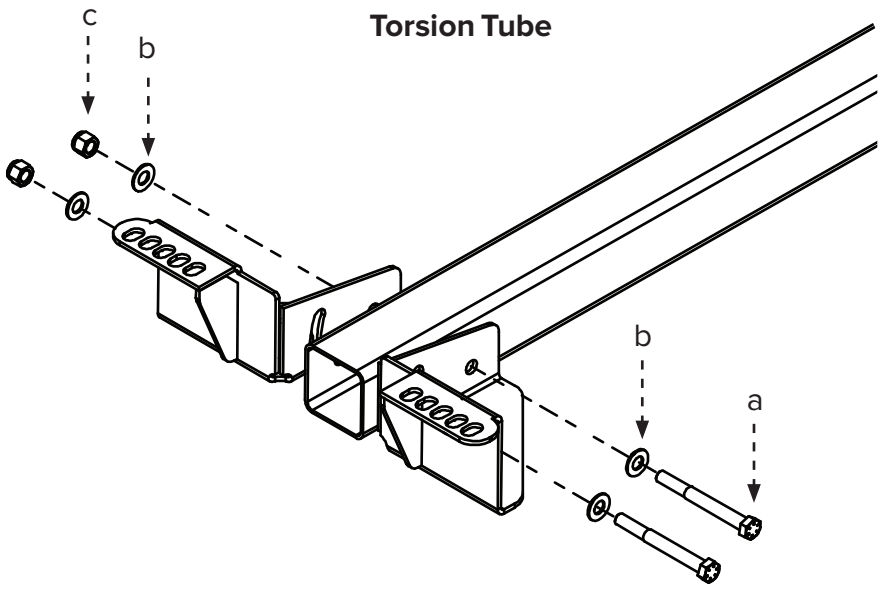
Torsion Tube Extension Hardware:
(4) 1/2”-13 x 1-1/4” GR 8 Hex Cap Bolt



6. Attach upper stability brackets (to torsion tube)

While the torsion tube is still in the horizontal position, attach it to the upper stability brackets using the Torsion Tube Hardware. Securely tighten the nuts.

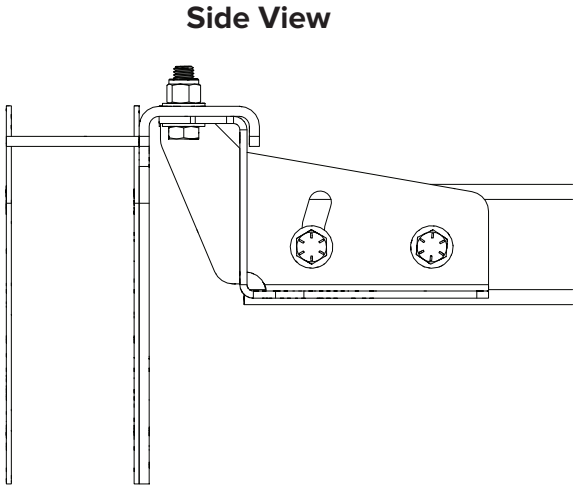
Torsion Tube Hardware:
a. (2) 1/2”-13 x 1-1/2” GR 8 Bolt
b. (4) 1/2” Washer
c. (2) 1/2”-13 Nut

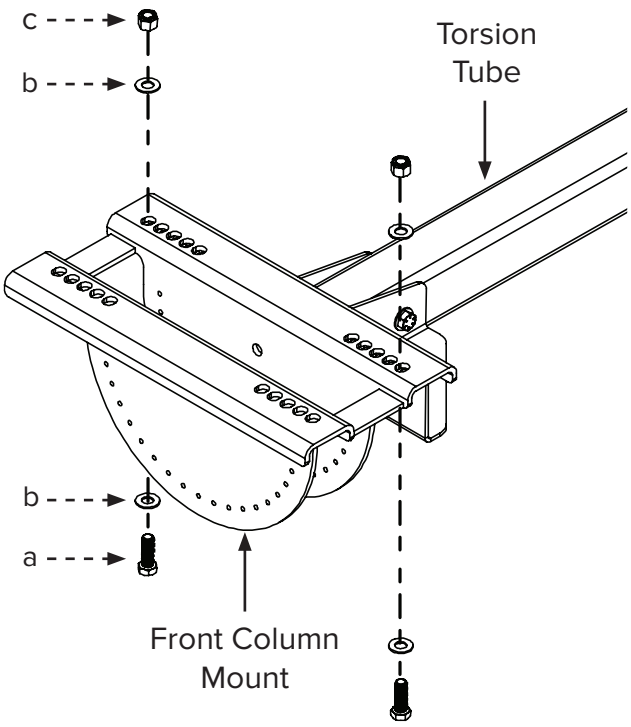


7. Attach front column mount (to upper stability brackets)

Attach the front column mount to the upper stability brackets using the Upper Stability Bracket Hardware. Securely tighten the nuts. *Note: The torsion tube may have to be raised slightly off the ground in order to allow for enough clearance.*

Upper Stability Bracket Hardware:
a. (2) 1/2”-13 x 1-1/2” GR 8 Bolt
b. (4) 1/2” Washer
c. (2) 1/2”-13 Nylock Nut



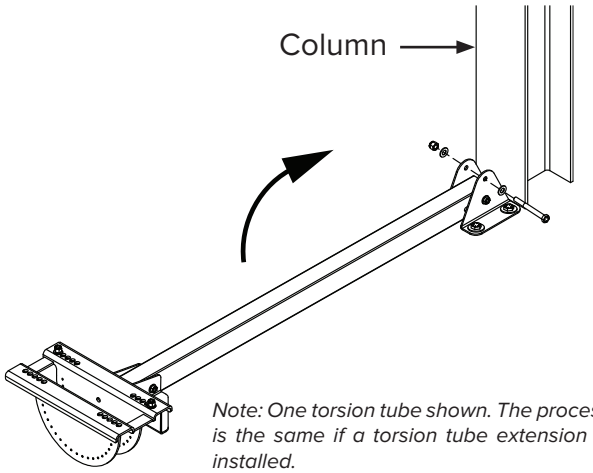


8. Attach column mount and tube (to column)

ATTENTION

A scissor lift or other suitable means for lifting the weight of the mount and torsion tube and at least two (2) installation personnel are required!

1. Raise the torsion tube so that it is in the vertical position and the front column mount is resting securely against the column. Secure the torsion tube in place by securely tightening the two (2) bolts and nuts to the lower stability brackets. Tighten the nuts to **40 ft·lbs (54.2 N·m)**.
2. Attach the front column mount by inserting the ends of the threaded rod assemblies into the front column mount. Secure it with the Column Mount Hardware. Be sure the beam clips and flange spacers (if used) are correctly positioned on the rod and aligned with the beam. Torque the nuts to **40 ft·lb (54.2 N·m)**. Refer to the illustration below. *Note: When installing the threaded rod assemblies, hold the locking hex nut while tightening the outer Nylock nut to keep the assembly from spinning.*



Note: One torsion tube shown. The process is the same if a torsion tube extension is installed.

3. Attach the column mount channels to the threaded rod assemblies with the Column Mount Hardware. Position the square washer, flat washer, and lock nut. Torque the nut to **40 ft·lb (54.2 N·m).** Repeat this for the remaining three (3) threaded rod assemblies. *Note: Be sure the hex nuts are not contacting the beam clips at this step.*
4. Hand tighten the hex nut (A) nearest the beam clip (on the threaded rod). Mark the 12 o'clock position on this nut (A), and then turn it 3/4 to 1 full turn with a 3/4" open end wrench. Tighten the inner nut (B) against the outer nut (A). Repeat on the (3) remaining threaded rod assemblies.

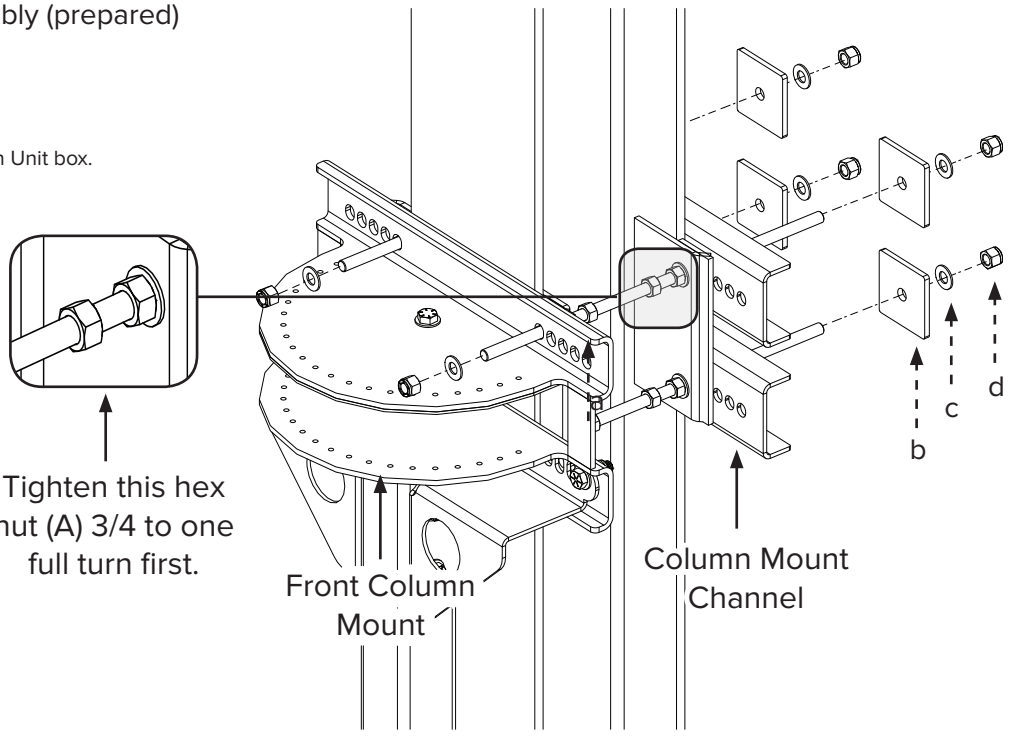
   Proceed to "Safety Cable Mount Installation."

Column Mount Hardware:

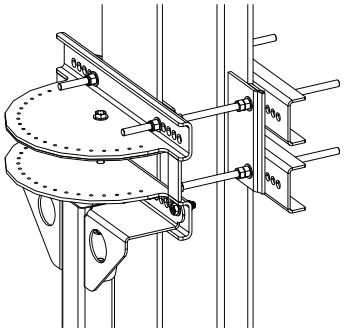
a. (4) 1/2"-13 Threaded Rod Assembly (prepared)
b. (4) 3" Square Washer*
c. (8) 1/2" Flat Washer
d. (8) 1/2"-13 Nylock Nut

*Square washers are packaged in the Main Fan Unit box.

Exploded View



Complete View



MOUNTING METHOD: COLUMN MOUNT

⚠ **WARNING: The following instructions assume that the customer's structure on which the fan will be mounted is of sound construction, undamaged, and capable of supporting loads of up to 335 lbs (151 kg). It is the sole responsibility of the customer to verify that the structure is adequate for fan installation. Big Ass Fans recommends consulting a structural engineer prior to fan installation.**

⚠ **CAUTION: It is not recommended to mount a Big Ass Fan on a fabricated I-beam.**

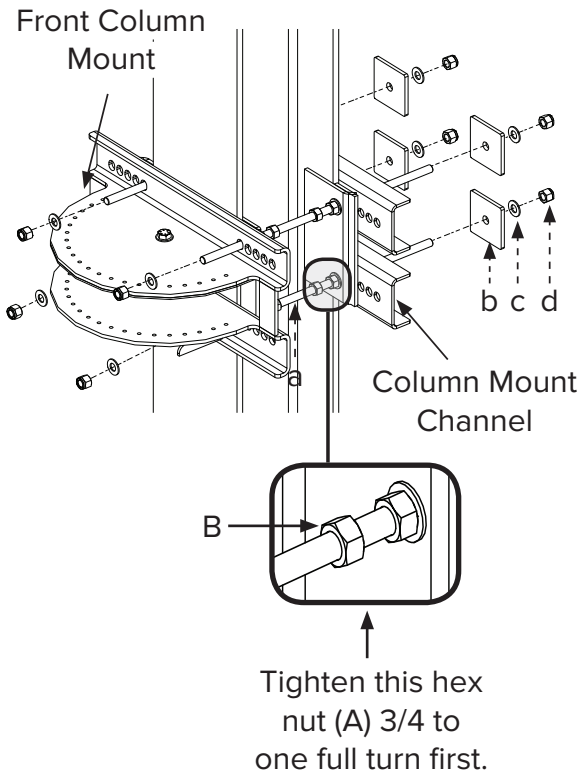
1. Mark centers of column and column mount

Measure the width of the column and mark the center. The column width must be between 8" (20.3 cm) and 15" (38.1 cm). Measure the width of the front column mount and mark the center. Measure the width of the front safety cable attachment channel and mark the center.

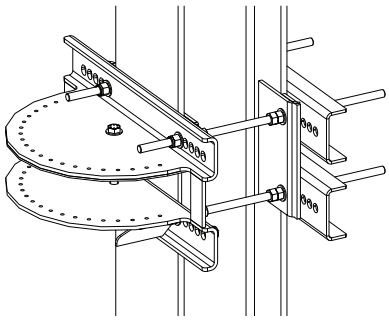
2. Attach column mount (to column)

1. Clamp the front column mount to the front of the column with C-clamps so that the center marks on both the mount and the column are aligned and level.
2. Attach the front column mount by inserting the ends of the threaded rod assemblies into the front column mount. Secure it with the Column Mount Hardware. Be sure the beam clips and flange spacers (if used) are correctly positioned on the rod and aligned with the beam. Torque the nuts to **40 ft·lb (54.2 N·m)**. Refer to the illustration below. *Note: When installing the threaded rod assemblies, hold the locking hex nut while tightening the outer Nylock nut to keep the assembly from spinning.*
3. Attach the column mount channels to the threaded rod assemblies with the Column Mount Hardware as shown below. Position the square washer, flat washer, and lock nut as shown. Torque to **40 ft·lb (54.2 N·m)**. Repeat for the remaining threaded rod assemblies. *Note: Be sure the hex nuts are not contacting the beam clips at this step.*
4. Hand tighten the hex nut (A) nearest the beam clip (on the threaded rod). Mark the 12 o'clock position on the this nut (A), and then turn it 3/4 to 1 full turn with a 3/4" open end wrench. Tighten the inner nut (B) against the outer nut (A). Refer to the illustration below. Repeat on the (3) remaining threaded rod assemblies. Attach the front column mount by inserting the ends of the assemblies into the front column mount. Secure it with the Column Mount Hardware.

   Proceed to "Safety Cable Mount Installation."



Complete View



Column Mount Hardware:

a. (4) 1/2"-13 Threaded Rod Assembly (prepared)
b. (4) 3" Square Washer*
c. (8) 1/2" Flat Washer
d. (8) 1/2"-13 Nylock Nut

*Square washers are packaged in the Main Fan Unit box.

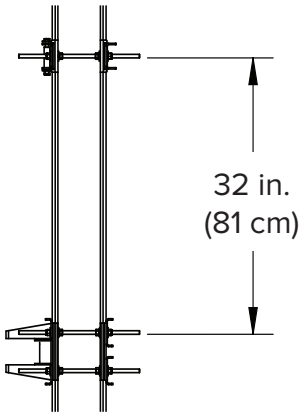
SAFETY CABLE MOUNT INSTALLATION

1. Mark centers of column & safety cable mount

Measure the width of the column and mark the center. Measure the width of the front safety cable attachment channel and mark the center.

2. Locate safety cable height (on column)

Locate the appropriate height on the column from which the safety cable should be suspended. Big Ass Fans recommends mounting the safety cable mount about 35” (89 cm) above the fan depending on the position of the fan.



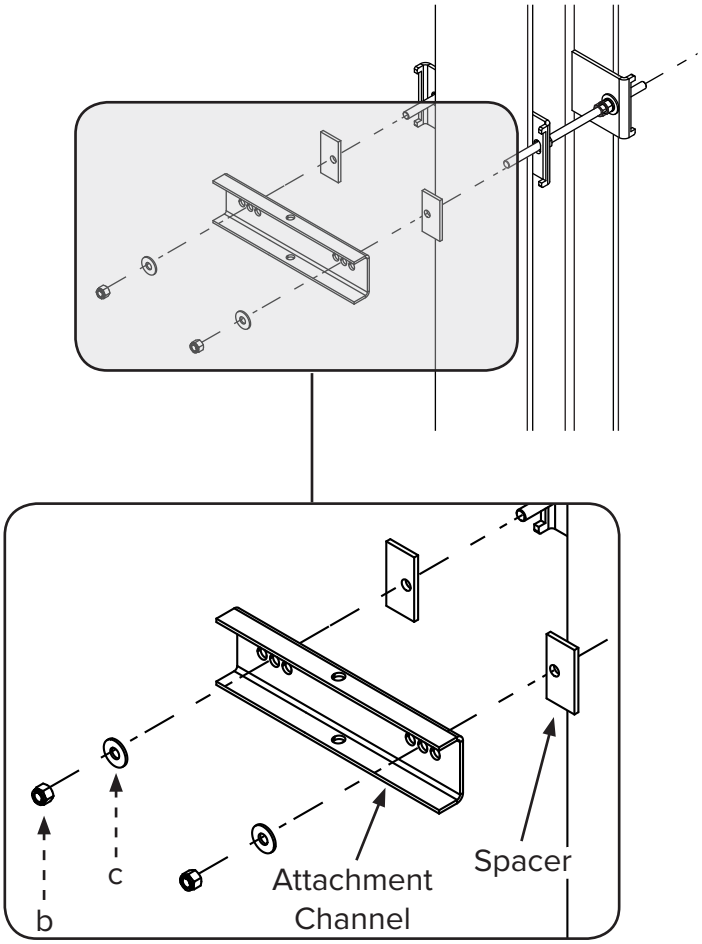
3. Attach front safety cable attachment channel

ATTENTION

Install the flange spacers only if the thickness of the column flange exceeds 3/8” (1 cm). The mounting holes on the spacer are closer to one side than the other. Make sure this side is facing the column.

1. Clamp the front attachment channel to the front of the column with C-clamps so that the center marks on both the attachment channels and the column are aligned and level.
2. Insert a threaded rod assembly in the appropriate mounting hole on the front attachment channel. Secure the threaded rod assembly with the Front Attachment Channel Hardware. Using a torque wrench with a deep well 3/4” socket, torque the Nylock nut to **40 ft·lb (54.2 N·m)**.
3. On the other side of the front attachment channel, install the (1) remaining threaded rod assembly and torque to **40 ft·lb (54.2 N·m)**. Be sure the orientation of the beam clips and spacers (if needed) is as shown.
4. Once all nuts have been torqued to **40 ft·lb (54.2 N·m)**, remove the C-clamps.

Front Attachment Channel Hardware:
a. (2) 1/2”-13 Threaded Rod Assembly (prepared)
b. (2) 1/2-13 Nylock Nut
c. (2) 1/2” Flat Washer



4. Attach rear safety cable attachment channel

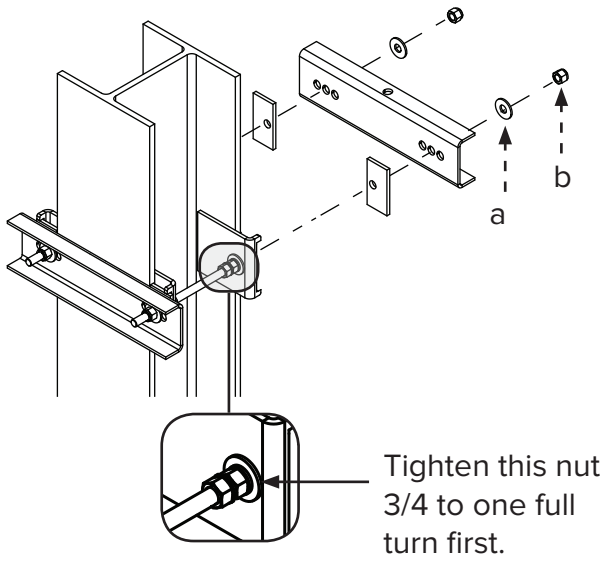
ATTENTION

Install the flange spacers only if the thickness of the column flange exceeds 3/8" (1 cm). The mounting holes on the spacer are closer to one side than the other. Make sure this side is facing the column.

1. Attach the rear safety cable attachment channel to the threaded rod assemblies with the Rear Attachment Channel Hardware. Torque the Nylock nuts to **40 ft·lb (54.2 N·m)**.
2. Hand tighten the hex nut nearest the beam clip. Mark the 12 o'clock position on both hex nuts, and then turn the outside nut 3/4 to one full turn with a 3/4" open end wrench so that it is locked into position. Tighten the inside nut against the outside nut using a 3/4" open end wrench.
3. Repeat on the remaining threaded rod assemblies.

Rear Attachment Channel Hardware:
a. (2) 1/2" Flat Washer
b. (2) 1/2-13 Nylock Nut

Exploded View



5. Secure safety cable spacer and safety cable

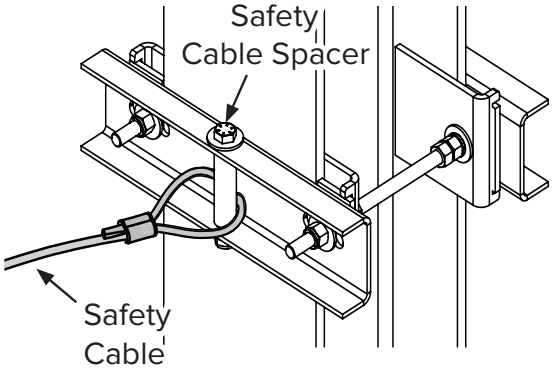
ATTENTION

Allow the safety cable to hang loose until the fan is installed.

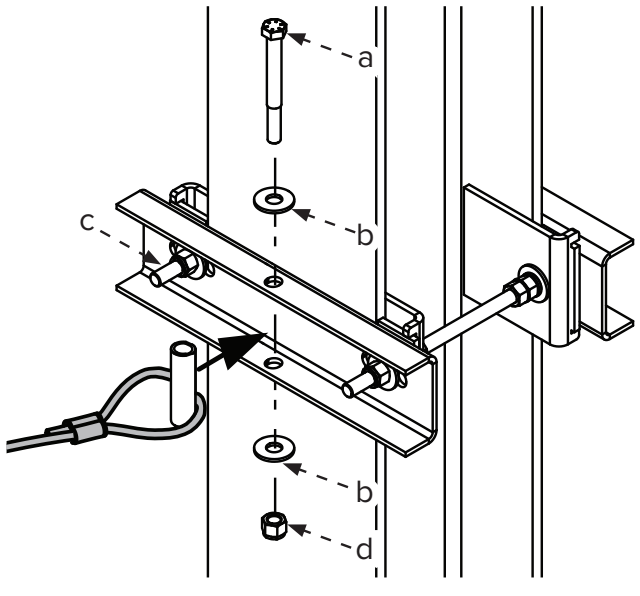
Place the looped end of the safety cable around the safety cable spacer, and then attach the spacer to the channel using the Safety Cable Spacer Hardware. Tighten to **40 ft·lb (54.2 N·m)**.

Safety Cable Spacer Hardware:
a. (1) 1/2-13 x 5" Hex Head Bolt
b. (2) 1/2" Flat Washer
c. (1) Safety Cable Spacer
d. (1) 1/2-13 Nylock Nut

Complete View



Exploded View



HANGING THE FAN

1. Attach oscillator arm (to column mount)

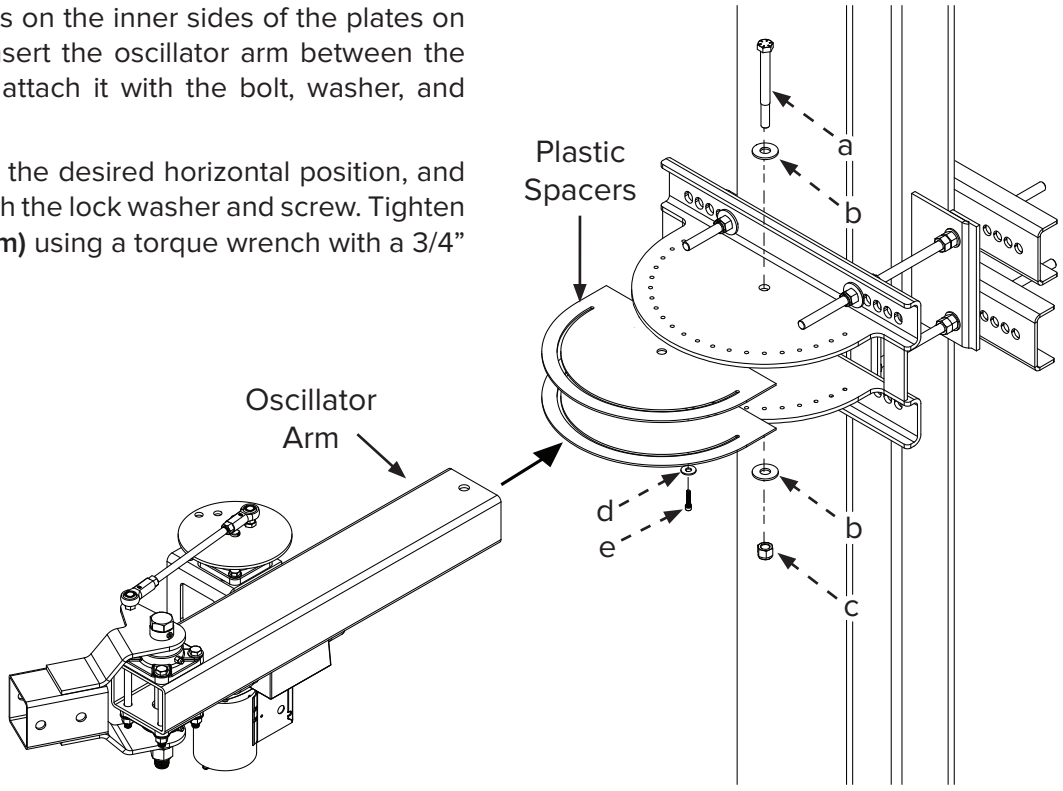
ATTENTION

To prevent damage to the motor the oscillator arm must be mounted parallel to the floor with the motor in the "downward" position!

1. Insert the (2) plastic spacers on the inner sides of the plates on the front column mount. Insert the oscillator arm between the column mount plates and attach it with the bolt, washer, and Nylock nut.
2. Adjust the oscillator arm to the desired horizontal position, and then secure the position with the lock washer and screw. Tighten the bolt to **40 ft·lb (54.2 N·m)** using a torque wrench with a 3/4" socket.

Oscillator Arm Hardware:
a. (1) 1/2"-13 x 5'' GR 8 Bolt
b. (2) 1/2'' Flat Washer
c. (1) 1/2"-13 Nylock Nut
d. (1) 10-34 OD Lock Washer
e. (1) 10-32 Screw

Be sure obstructions will not interfere with the placement of the oscillator arm and fan movement.

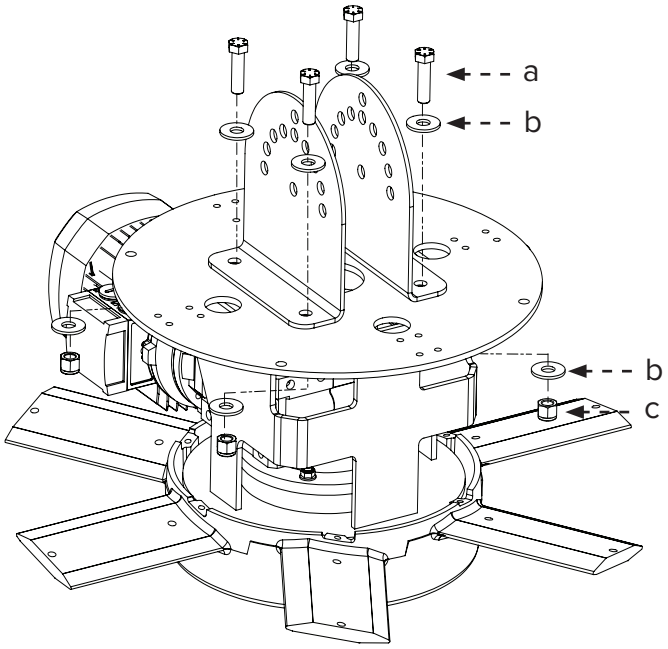


2. Attach lower yoke (to main fan unit)

⚠ **CAUTION: Position the main fan unit so that the motor is pointing upward. The motor should never be lower than the gearbox. This will provide proper lubrication to the gearbox.**

Attach the lower yoke to the motor frame with the Main Fan Unit Hardware as shown. Tighten the bolts to **40 ft·lb (54.2 N·m)** using a torque wrench with a 3/4" socket.

Main Fan Unit Hardware:
a. (4) 1/2-13 x 1-3/4" GR 8 Bolt
b. (8) 1/2'' Flat Washer
c. (4) 1/2-13 Nylock Nut



3. Attach lower yoke (to oscillator arm)

ATTENTION

Do not fully tighten bolts or pivot the fan until fan is completely assembled!

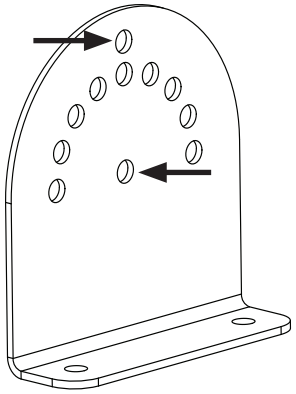
⚠ **CAUTION: When the fan is pivoted, the motor should not be lower than the gearbox to protect the motor if the gearbox leaks.**

⚠ **CAUTION: A scissor lift (or other suitable means for lifting the weight of the fan) and up to two installation personnel may be required.**

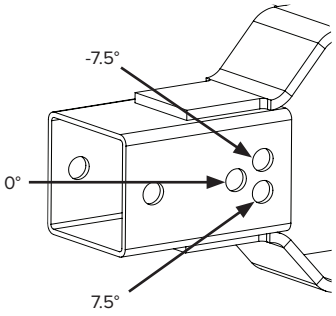
1. With the fan in the horizontal position, fasten the lower yoke to the oscillator arm with one (1) bolt, two (2) washers, and one (1) Nylock nut. Tighten the nuts slightly more than hand tight, but do not torque.
2. Install the remaining Lower Yoke Hardware as illustrated. Hand tighten the nuts. To avoid collisions with the fan cage, the Pivot 180 can only be pivoted to 0°, -7.5°, or 7.5°.

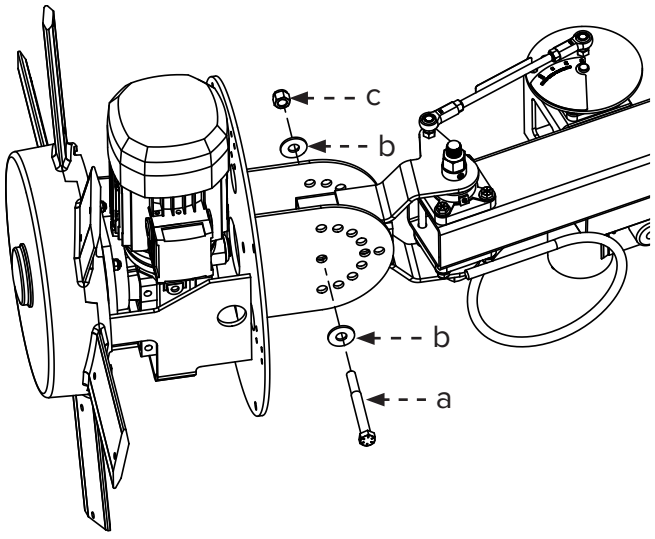
Lower Yoke Hardware:
a. (2) 1/2-13 x 4-1/2'' GR 8 Bolt
b. (4) 1/2'' Flat Washer
c. (2) 1/2-13 Nylock Nut

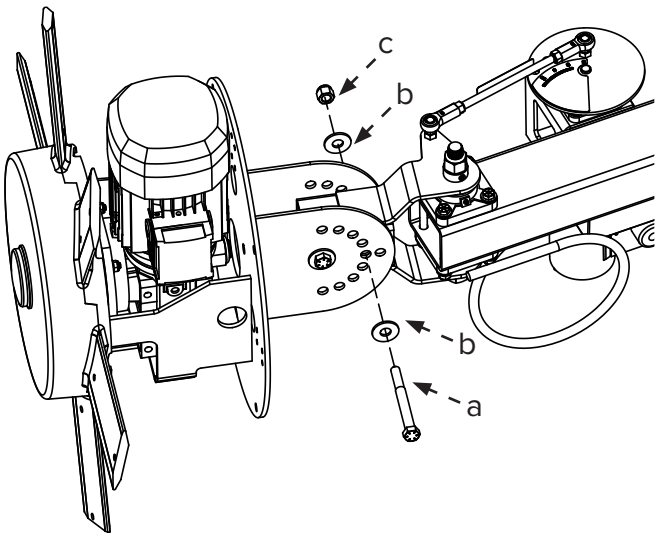
Mounting Bolt Holes



Pivot Angle Options





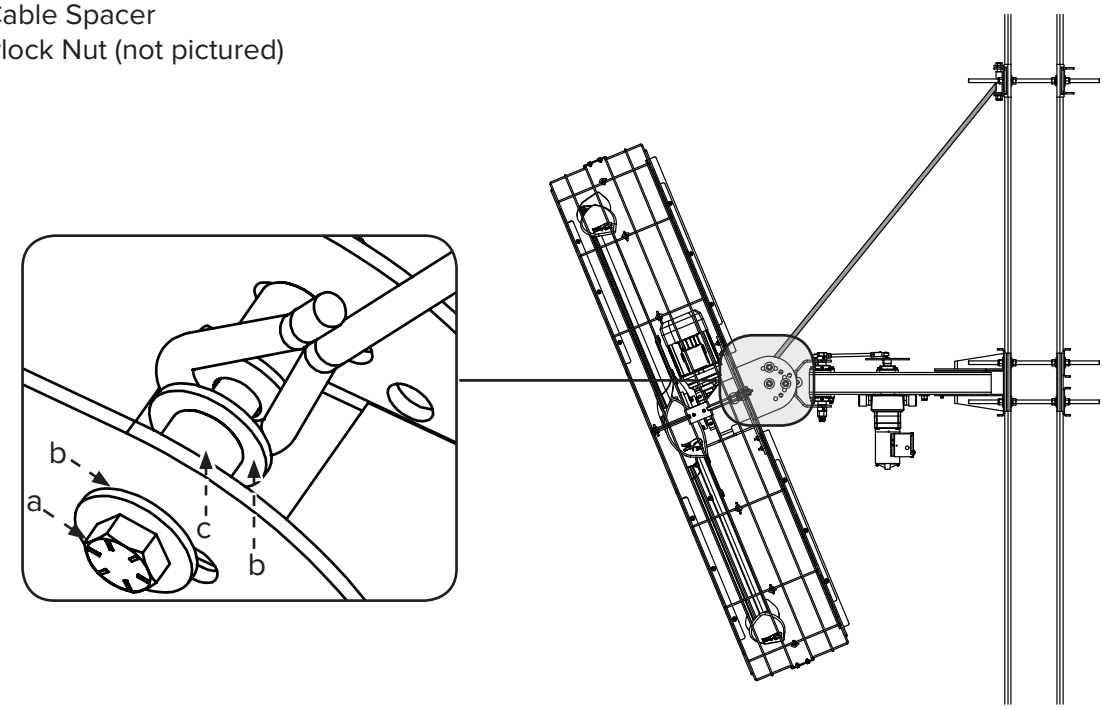


4. Secure safety cable (to lower yoke)

Note: Fan angle adjustment must be complete before securing the safety cable.

1. Select a bolt hole on the upper half of the lower yoke mount from which to attach the safety cable spacer.
2. Place the loose, looped end of the safety cable around the safety cable spacer on the lower yoke mount, and then secure the spacer with the Safety Cable Spacer Hardware, leaving a little slack in the cable to accommodate fan movement. Tighten the bolt to **40 ft·lb (54.2 N·m)**.

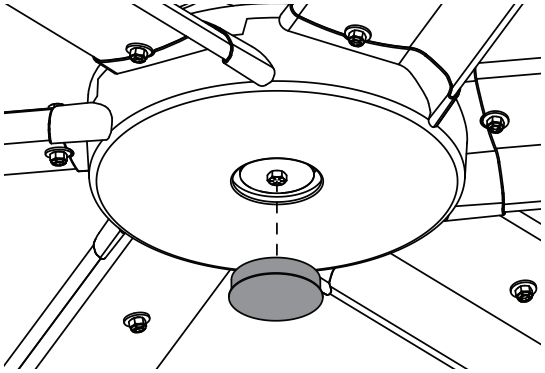
Safety Cable Spacer Hardware:
a. (1) 1/2-13 x 4-1/2” Hex Head Bolt
b. (4) 1/2” Flat Washer
c. (2) Safety Cable Spacer
d. (1) 1/2-13 Nylock Nut (not pictured)



5. Attach center cap

Snap the center cap onto the bottom of the main fan unit.

Proceed to “Installing Airfoils” on the following page.

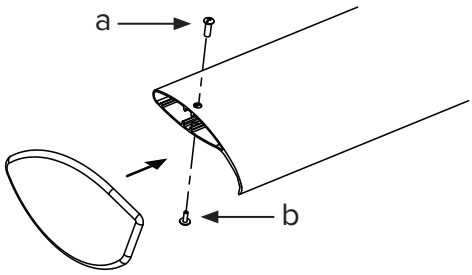


INSTALLING AIRFOILS

1. Attach winglets

Attach the winglets to the ends of the airfoils with the Winglet Hardware. Use a Phillips head and standard screwdriver to secure the fastener.

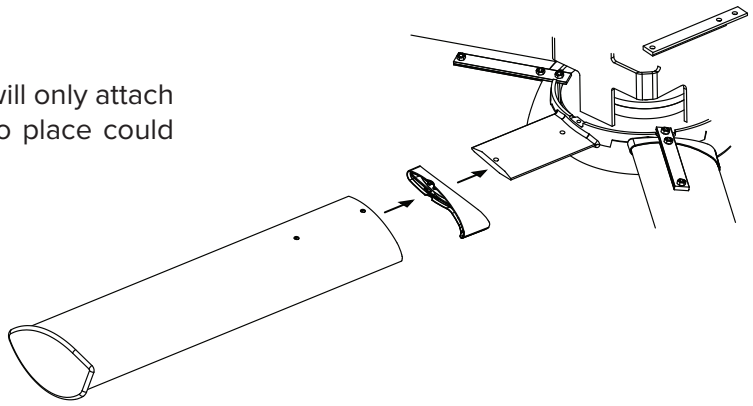
Attach winglets to all six (6) airfoils before attaching airfoils to fan.



Winglet Hardware:
a. (6) 10-24 x 1/2'' Bolt
b. (6) 10-24 x 3/4" Barrel

2. Position airfoils and trim

Slide the airfoil trim and airfoil onto the tab. An airfoil will only attach to the fan hub in one direction. Forcing an airfoil into place could damage it.



3. Attach airfoil retainers

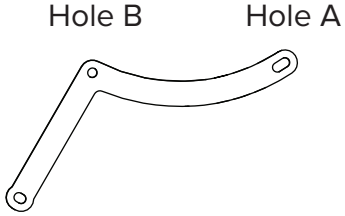
Attach the six (6) airfoil retainers using the Airfoil Hardware.

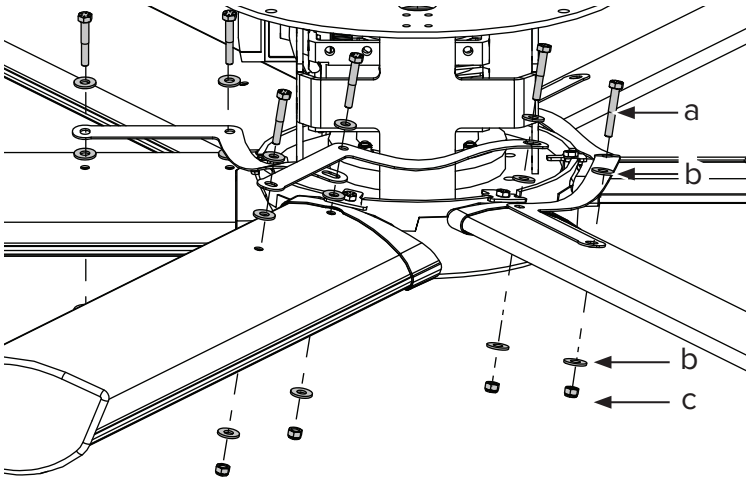
Moving clockwise around the fan hub, position the airfoil retainers end over end. Hole A of the retainer should be positioned over top of Hole B. *Do not tighten the bolts until all the airfoil retainers have been attached!*

Tighten all the bolts on the airfoil retainers to **29 ft·lb (39.3 N·m)** using a torque wrench and 1/2" socket.

Airfoil Hardware:
a. (12) 5/16''-18 x 2-1/4'' GR 8 Bolt
b. (36) 5/16'' Flat Washer
c. (12) 5/16''-18 Nut

Airfoil Retainer



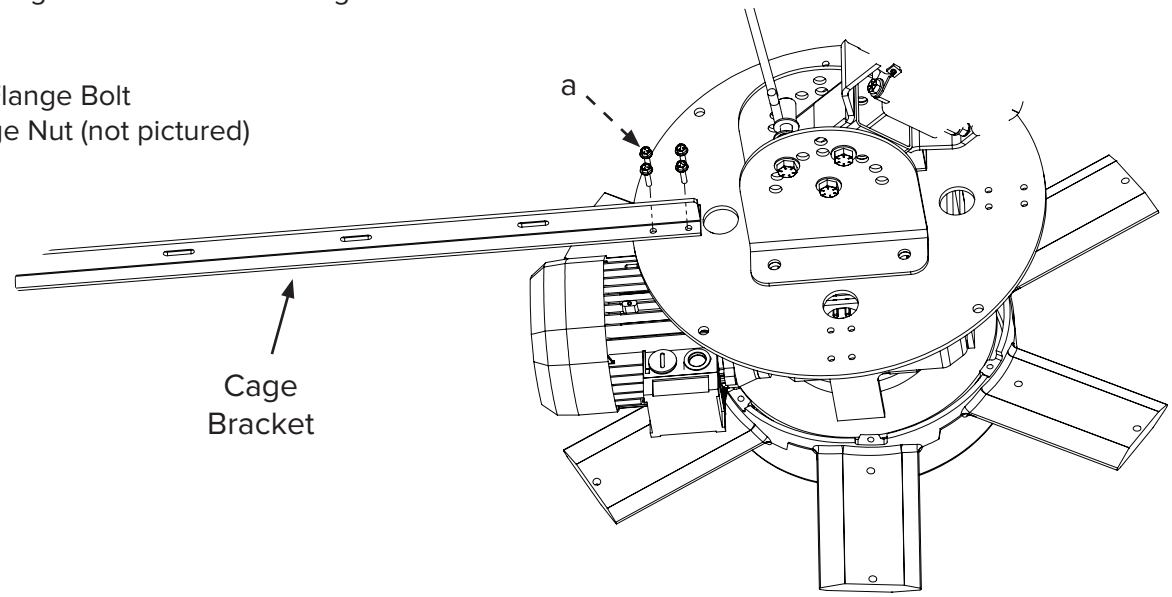


INSTALLING CAGE

1. Attach cage bracket

Attach the four (4) cage brackets with the Cage Hardware.

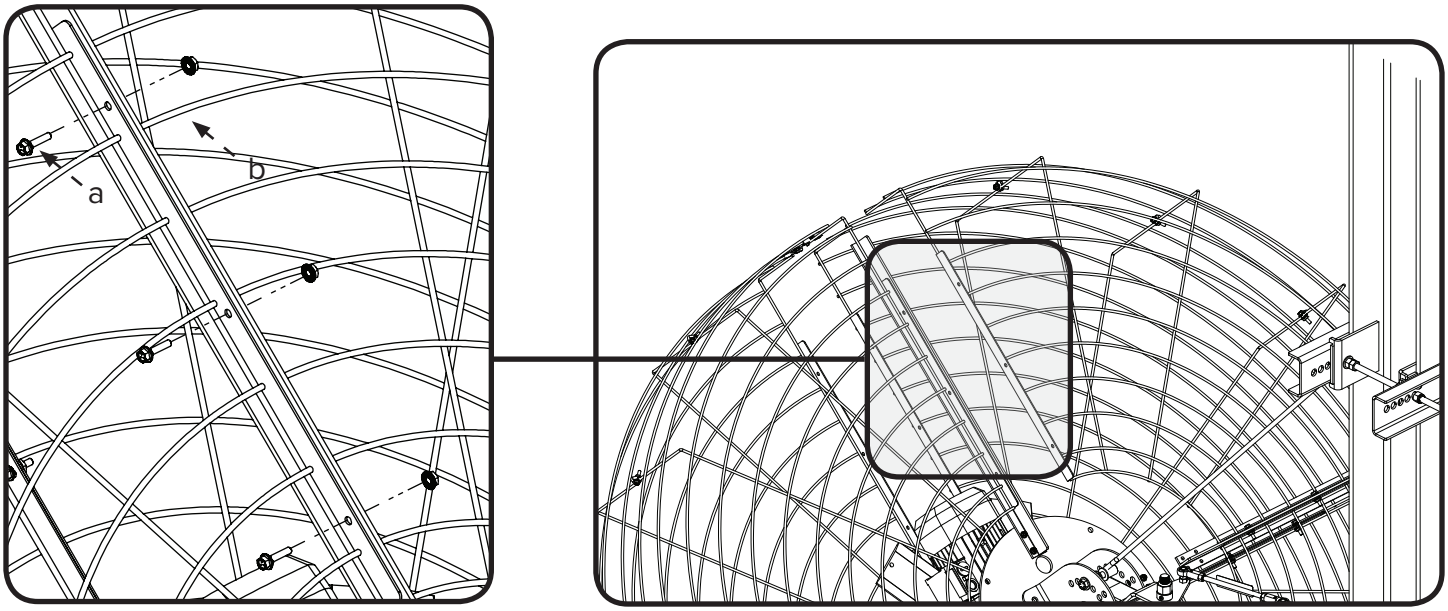
Cage Hardware:
a. (16) 1/4-20 x 1'' Flange Bolt
b. (16) 1/4-20 Flange Nut (not pictured)



2. Attach upper cage

Attach the upper cage to the cage brackets using the Cage Hardware. Torque the bolts to **10 ft·lb (13.6 N·m)**. Install one section at a time. Use the cage brackets to support sections during hardware installation. Make sure the bolts secure adjacent sections.

Cage Hardware:
a. (12) 1/4-20 x 1'' Flange Bolt
b. (12) 1/4-20 Flange Nut



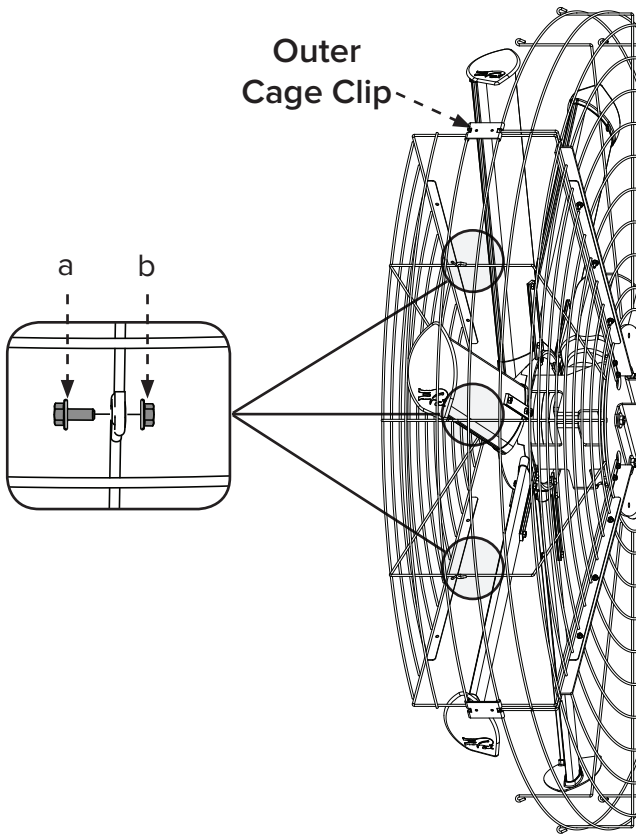
3. Attach lower cage sections (to upper cage)

Use two (2) outer cage clips (one on each end) to hang a lower cage section from the upper cage.

Secure the lower cage section to the upper cage using the Cage Fastener Hardware.

Repeat this step for the other cage sections. Make sure to secure adjacent sections first.

Cage Hardware:
a. (12) 1/4-20 x 1'' Flange Bolt
b. (12) 1/4-20 Flange Nut

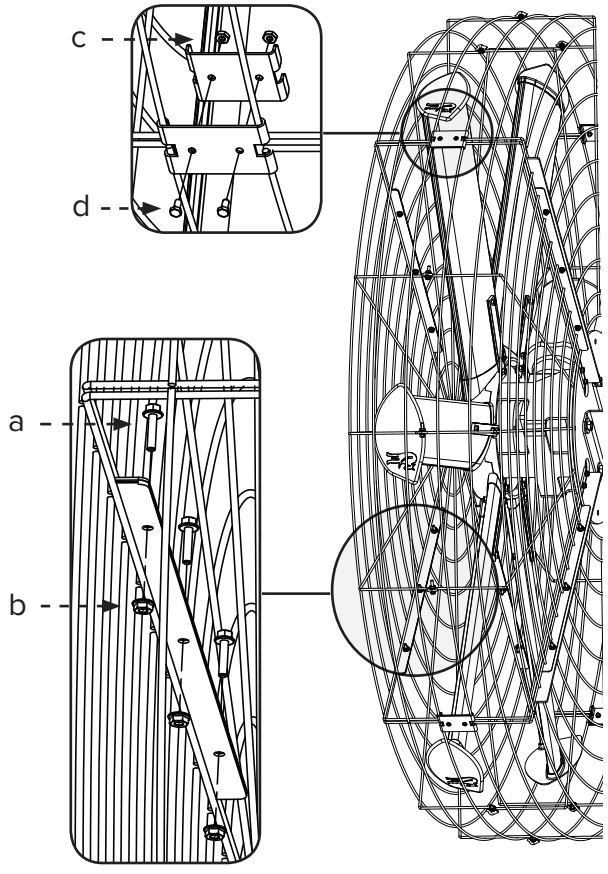


4. Secure lower cage

Fasten the lower cage sections to each other using the Cage Fastener Hardware (1/4-20 bolts and nuts). Torque the bolts to **10 ft·lb (13.6 N·m)**.

Attach the inner cage clips to the outer cage clips using the Cage Clip Hardware (10-32 bolts and nuts).

Cage Hardware:
a. (12) 1/4-20 x 1'' Flange Bolt
b. (12) 1/4 -20 Flange Nut
c. (8) 10-32 x 1/2" Flange Bolt
d. (8) 10-32 Flange Nut



ADJUSTING THE SWEEP ANGLE

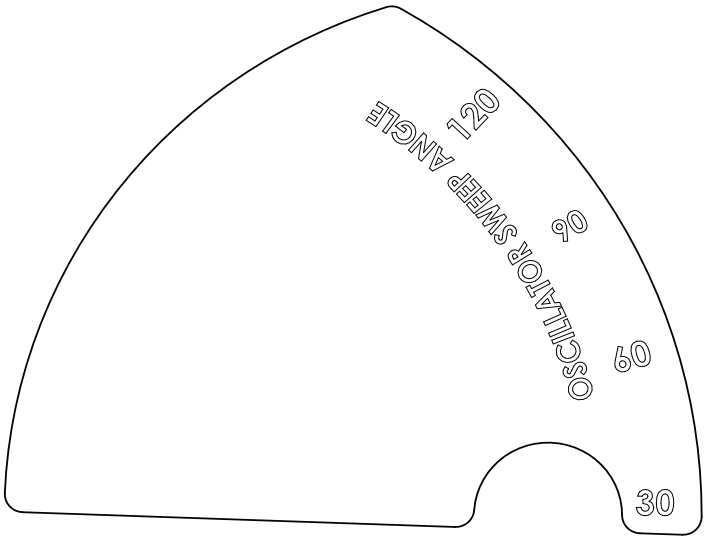
ATTENTION

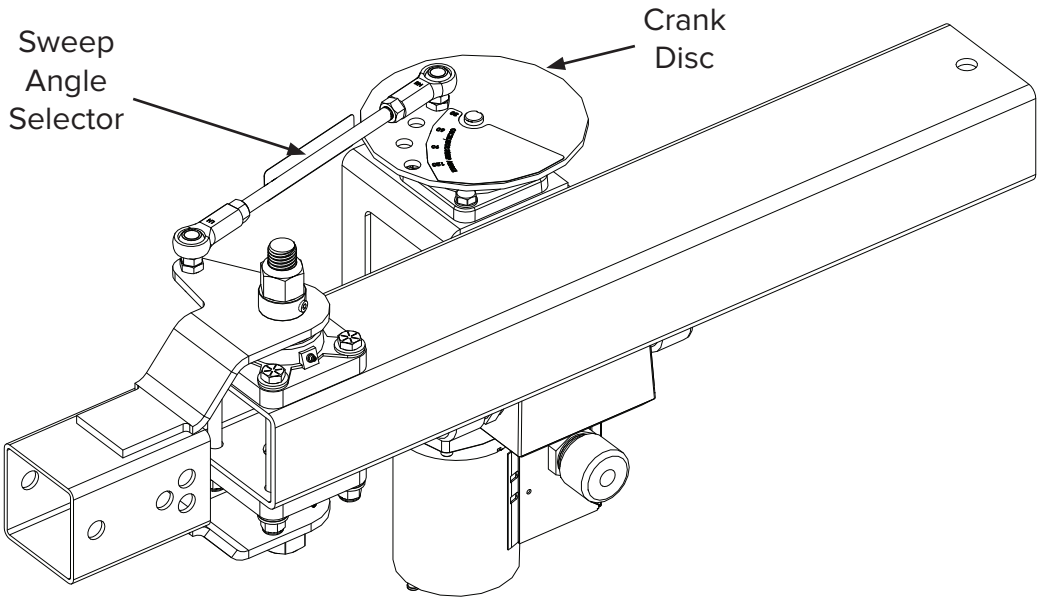
Before turning the fan on full power, test the fan on the lowest setting to ensure obstructions do not interfere with the fan's movement.

The Pivot™ 180 range of motion is preset in the factory at the 90° position, but it can easily be adjusted by moving the sweep angle selector to a new position on the crank disc. The diagram below shows the crank disc with the four positions from which the fan can oscillate.

To adjust the sweep angle selector position, remove the nut from the bottom of the crank rod, move the rod to the desired hole on the crank disc, and then reinstall the nut on the crank rod.

Sweep Angle Selector Positions





ELECTRICAL INSTALLATION

WARNING: To reduce the risk of electric shock, wiring should be performed by a qualified electrician! Incorrect assembly can cause electric shock or damage the motor and the controller! Hazard of electrical shock!
WARNING: The installation of a Big Ass Fan must be in accordance with the requirements specified in this installation manual and with any additional requirements set forth by the national electric code (NEC), ANSI/ NFPA 70-2011, and all local codes. Code compliance is ultimately YOUR responsibility! Failure to comply with these codes could result in personal injury or property damage.
WARNING: The fan controllers contain high voltage capacitors which take time to discharge after removal of mains supply. Before working on the fan controller, ensure isolation of mains supply from line inputs at the fan controller's disconnect (L1, L2/N, L3). Wait 3 minutes for capacitors to discharge to safe voltage levels. Failure to do so may result in personal injury or death. Darkened display LEDs are not an indication of safe voltage levels.
CAUTION: An incorrectly installed controller can result in component damage or reduction in the fan's life. Wiring or application errors such as under-sizing the controller, incorrect or inadequate AC supply, or excessive ambient temperatures may result in a malfunction of the fan system. Verify correct voltage, phase, and horsepower before beginning installation!
WARNING: Exercise caution and common sense when powering the fan. Do not connect the fan to a damaged or hazardous power source. Do not attempt to resolve electrical malfunctions or failures on your own. Contact Big Ass Fans if you have any questions regarding the electrical installation of this fan.
CAUTION: For use with manufacturer supplied variable frequency drive only. Not for use with other speed control devices!
CAUTION: Shielded cable, if applicable, must be landed on motor's ground terminal!
CAUTION: To avoid a short circuit, be very careful not to get any metal chips in the control!
CAUTION: The Big Ass Fans product warranty will not cover equipment damage or failure that is caused by improper installation.

Electrical installation overview

The following sections of this chapter outline how to prepare for the electrical installation including what cables to select and how to properly route the cabling through conduit; how to properly ground the fan system; how to properly wire the fan controller; how to properly wire the fan motor; and proper startup procedures. The electrical installation section is written for a professional electrician. If you are unfamiliar or uncomfortable with installing electrical components, do not attempt to install the fan alone. Serious personal injury or damage to the fan and other equipment could result. This guide is a merely a recommendation for proper installation. Adhering to national and local electrical codes is your responsibility!

The controller requires nonstandard installation practices to remain operational, namely the differentiation between solid state and electromechanical systems. National and local codes do not make this differentiation, but the following guidelines do. **These additional requirements must be followed to ensure proper operation of the fan!**

Controller storage

Store the controller within an ambient temperature range of -40°F to 185°F (-40°C to 85°C) and a relative humidity range of 0 to 95%, non-condensing. Do not expose the controller to a corrosive atmosphere. If the controller has been in storage or disconnected from power for more than one year, apply AC supply power to the controller for a period of two hours prior to operation in order to recondition the internal DC bus capacitors.

Power requirements for fan controllers

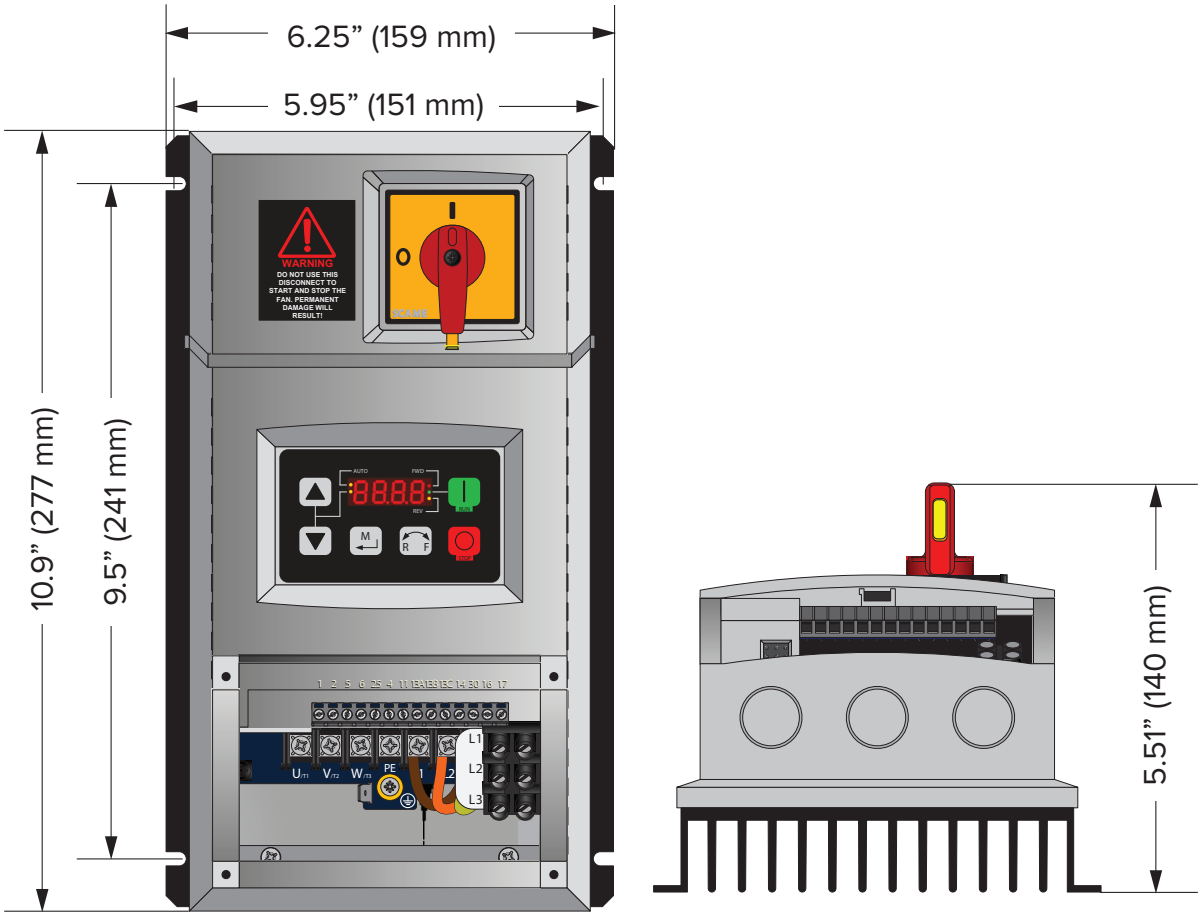
The power requirements for Big Ass Fans controllers are shown in the specification table in the introduction. If multiple controls are connected to one feeder circuit, the circuit required is the sum of the feeder circuit requirements listed on the chart. For example, if two 240 V, 3 Φ controllers are connected to a single feeder circuit, that circuit needs to be rated for 20 amps. This type of installation will also require that each fan control be installed downstream from a dedicated over-current protection device

Mounting the wall controller

Mount the controller to a wall using a #8–#10 screw. Adhere to the following guidelines when selecting the controller location:

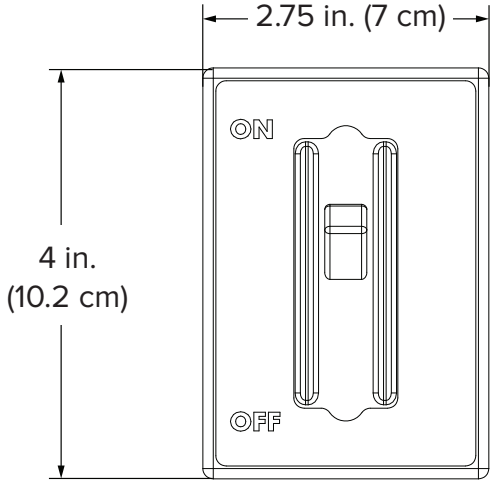
- Install the controller on a flat surface that is readily accessible, free from vibration, and where there is adequate distance from foreign objects or moving equipment.
- Do not mount any controller adjacent to or above a heat source or heat-producing equipment.
- The ambient temperature must be between 14° F (-10° C) and 122° F (50° C).
- Do not expose the controller to a corrosive atmosphere or direct sunlight.
- When mounting the controller, keep in mind that the fan should be visible from the controller.
- A minimum distance of 6” (15.2 cm) should be maintained between fan controllers.

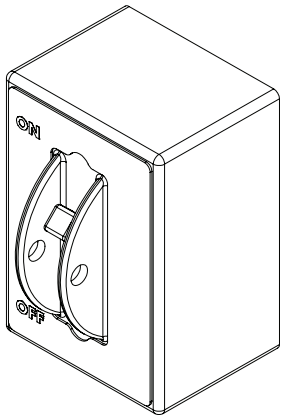
Note: Multiple fan controllers are available as a special order only. Please contact Customer Service for more information.



Mounting the oscillator switch

Mount using the provided hardware. Select a location near the controller so that the fan it controls is visible from the switch location.





Wiring specifications (fan controller)

Acceptable unshielded cable types

Stranded THHN/THNW, rated for 600 V and 167° to 194° F (75° to 90° C) in metallic conduit.

Acceptable shielded cable types

Location	Rating / Type	Description
Standard (Option 1)	600 V, 75° C or 90° C (167° F or 194° F) RHH/RHW-2 Belden 29501-29507 or equivalent	• Four tinned conductors with XLPE insulation • Foil shield and tinned copper drain wire with 85% braid coverage • PVC Jacket
Standard (Option 2)	Tray rated 600 V, 75° C or 90° C (167° F or 194°F) RHH/RHW-2 Shawflex 2ACD/3ACD or equivalent	• Three tinned copper conductors with XLPE insulation • 5 mil single helical copper tape (25% overlap minimum) with three bare copper grounds in contact with shield • PVC Jacket
Class I & II Division I & II	Tray rated 600V, 75° C or 90° C (167° F or 194° F) RHH/RHW-2	• Three bare copper conductors with XLPE insulation with impervious corrugated continuously welded aluminum armor • Black sunlight resistant PVC jacket overall • Three copper grounds on #10 AWG and smaller

General specifications

Adhere to the following guidelines:

- The drain conductor included with shielded cables must be connected to both the main fan unit and the PE/ Ground terminal of the Variable Frequency Drive.
- MC Cable CANNOT be used for controller output/motor leads!
- Do not use solid core wiring of any size or insulation class for controller output/motor leads!

Maximum cable lengths

To prevent nuisance trips, the all Single Fan Systems. Distance between controller and fan should not exceed 400 ft (122 m).

Recommended wire size

- A minimum of 14 AWG is acceptable for motor leads. **Warning: 14AWG applies to motor leads only.** Power feeders to controllers shall be governed by the fuse size included with the fan controller and/or required circuit breaker.

Conduit and piping

AC supply feed guidelines

Due to the nature of the VFD, some non-standard conduit and piping guidelines must be followed to ensure proper fan operation and to keep the installation within code.

- Big Ass Fan controllers require motor feedback information to detect motor speed and operation and will adjust power accordingly. The presences of foreign signals on the line could affect this feedback. Avoid wiring schemes that could allow this crosstalk.
- AC supply feeds for one fan controller may share the same conduit with AC supply feeds for one or more controllers.
- AC supply feeds for a fan controller and output/motor leads for the same fan controller CANNOT share a conduit.
- AC supply feeds for one fan controller CANNOT share conduit with output/motor leads from one or more additional controllers.
- All unused conductors that share a conduit with the AC supply feeds must be grounded on both ends.

Controller output/motor input guidelines

- MC cable (stranded or solid core) CANNOT be used for fan output/motor input leads.
- Output/motor leads CANNOT share the same conduit or pipe with any other wiring. This could cause electrical interference or “crosstalk.”
- Controller output/motor input leads CANNOT share a conduit with any other controller’s output/motor leads.
- Controller output/motor input leads CANNOT share a conduit with the same controller’s AC supply feed.
- Controller output/motor input leads CANNOT share a conduit with any other controller’s AC supply feed.

Diagrams illustrating approved installation techniques are provided on the following pages.

Grounding

⚠ **CAUTION: The VFD generates high frequency signals on the output side of the fan system. Special grounding requirements must be followed to ensure proper operation of the fan.**

The nature of Variable Frequency Drive systems must be considered prior to and during the installation of Big Ass Fans. Due to high frequency content on the output side of the fan controller, measures must be taken to ensure that all grounding connections conform to the recommendations made in this section.

The fan controller’s safety ground ⏚ (PE) must be connected to system ground. Ground impedance must conform to the requirements of national and local industrial safety regulations and/or electrical codes. The integrity of all ground connections should be periodically checked. All ground leads for downstream conduit boxes must be kept separate from the motor ground and terminated on the fan controller’s PE terminal.

Motor ground

The motor ground must be connected to a ground terminal on the VFD to aid in keeping high frequency electrical noise off of the building’s ground grid.

Shielded motor cable terminations

Either of the safety ground terminals on the drive provides a grounding point for the motor cable shield. The motor cable shield connected to one of the drive terminals must also be connected to the motor frame. If no drain lead is present, the cable must be stripped back so that the braid can be twisted and soldered to a pigtail for proper termination.

INSTALLING THE ELECTRONIC PROGRAMMING MODULE

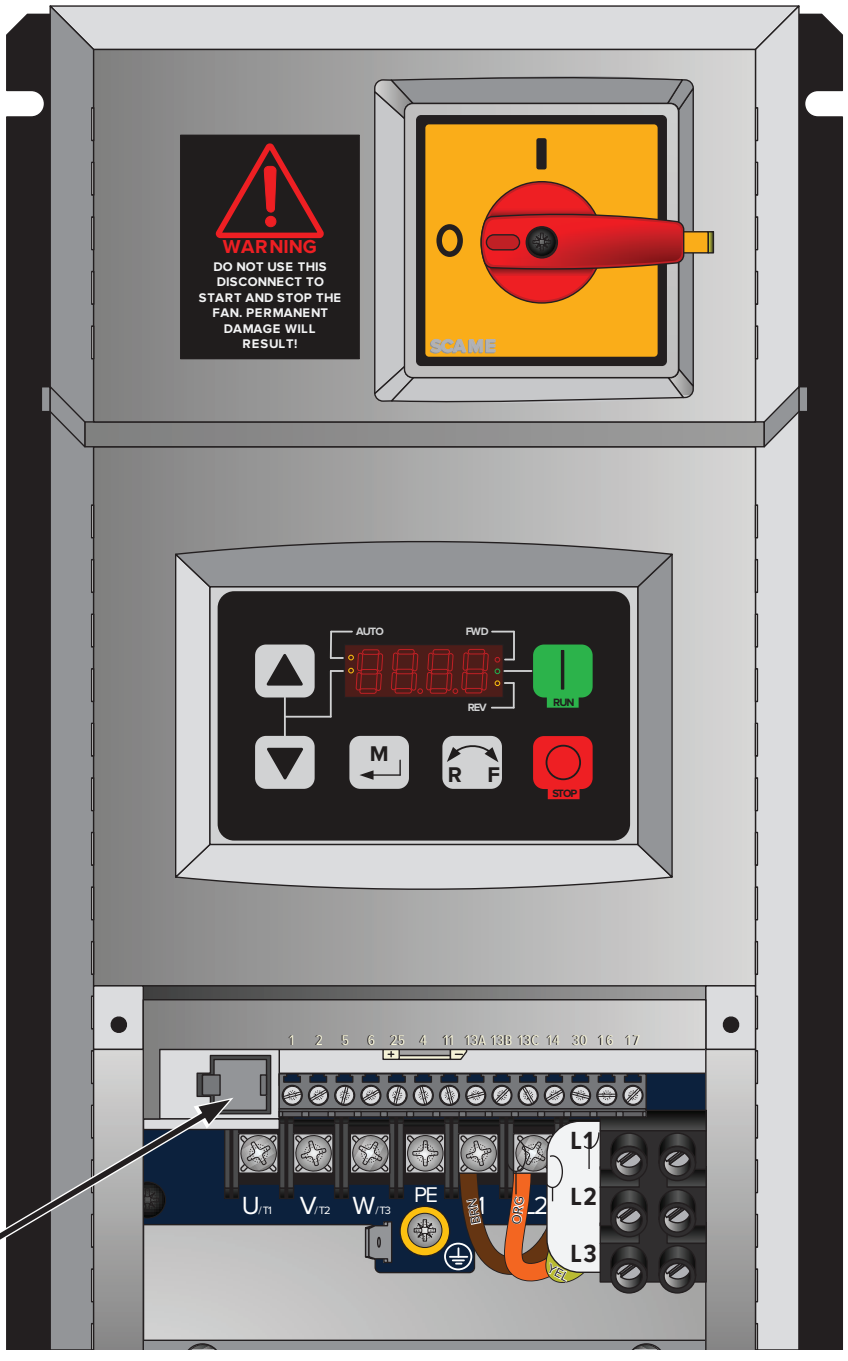
ATTENTION

If hanging multiple fans, ensure to install the exact electronic programming module (EPM) included in each fan's packaging. EPMs are not interchangeable!

⚠ **CAUTION: Install the EPM prior to applying power to the fan controller!**

The Electronic Programming Module (EPM) contains all programming information specific to fan operation. It *must* be installed prior to applying power to the fan controller. This module is provided as part of the fan's accessory kit.

To install the EPM, disconnect the fan from power (refer to the position of the disconnect switch below). Insert the EPM in the location shown below. *Note: The EPM can only be inserted one way. Do not force it!*



Electronic Programming Module

WIRING: EARLY SUPPRESSION FAST RESPONSE (ESFR)

⚠ **WARNING: Wait three minutes after disconnecting before servicing!**

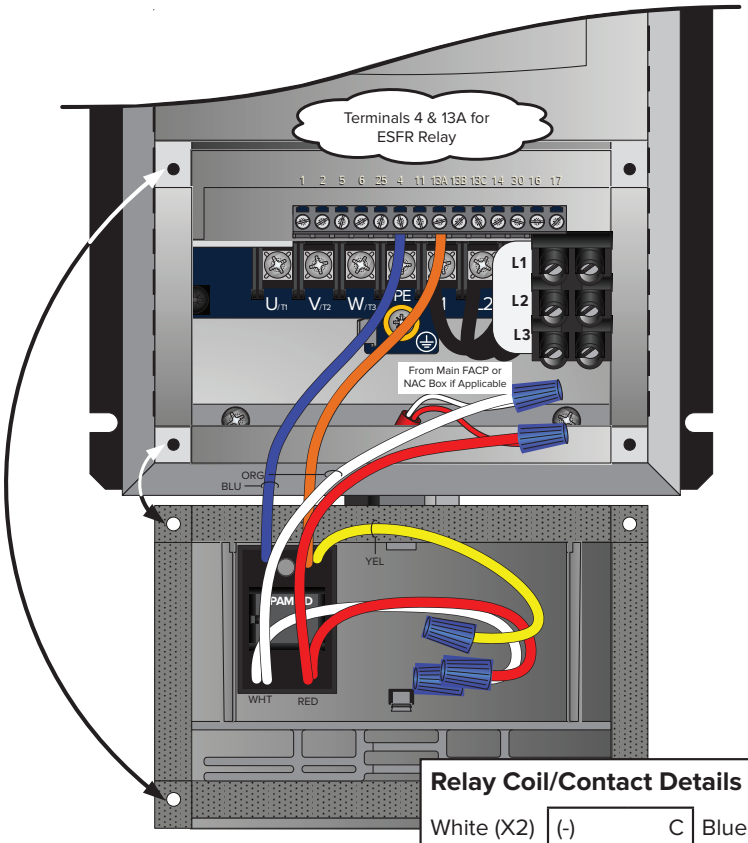
⚠ **WARNING: Improper installation can cause electric shock or damage to the motor and controller. A qualified electrician should perform the installation.**

ATTENTION: If installing the fan in the United States, the fan must be installed per the following National Fire Protection Association (NFPA) guidelines:

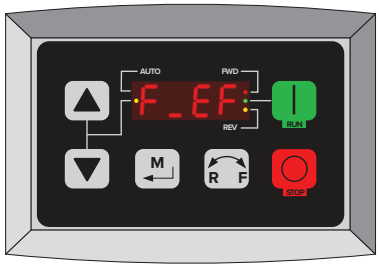
- **The fan must be centered approximately between four adjacent sprinklers.**
- **The vertical distance from the fan to the sprinkler deflector must be at least 3 ft (91.4 cm).**
- **The fan must be interlocked to shut down immediately upon receiving a waterflow signal from the alarm system.**

The fire relay included with the fan is needed only if the fan will be installed in a building that has a fire sprinkler system. The fire relay integrates the fan with the sprinkler system and shuts down the fan upon receiving an alarm signal from the system. If the building in which the fan will be installed has a sprinkler system, you must install the relay according to the instructions below.

A contact closure across the digital input terminals 4 and 13A will result in fan shutdown. The included relay uses a Normally Open (N.O.) contact as shown below. The relay coil must be energized by the FACP for fan shutdown. Optionally, the normally closed (N.C.) relay contact can be used. The relay coil must remain energized by the FACP for fan operation. This would be considered a fail safe or fail open wiring arrangement. Two additional relay coil leads are provided to facilitate supervision pass-through where required.



Relay is mounted to the backside of the access cover.



An alarm condition will stop twhe fan and issue an “F_EF” external fault on the controller’s display.

Relay Coil/Contact Details

White (X2)	(-)	C	Blue
		NC	Yellow
Red (X2)	(+)	NO	Orange

Coil: 20–32 VDC @ 20 mA

WIRING: 100–125/200–250 V, SINGLE-PHASE FAN CONTROLLERS

⚠ **WARNING: Wait three minutes after disconnecting before servicing!**

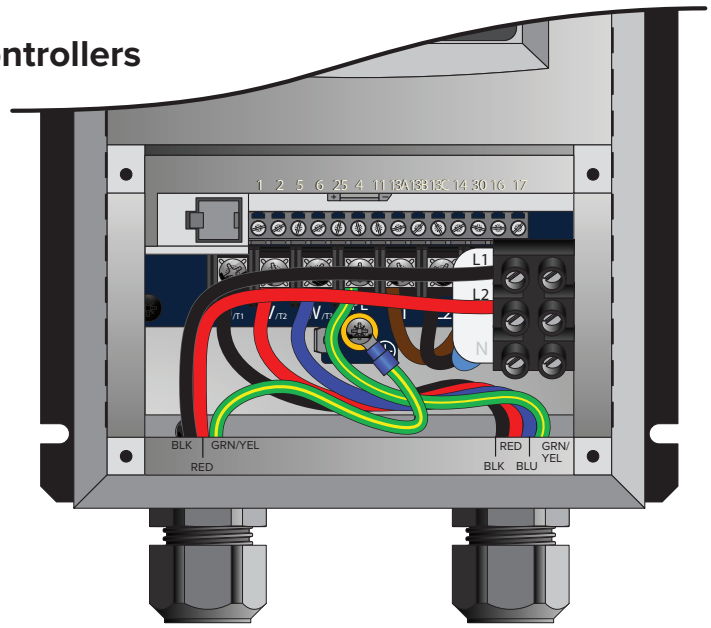
⚠ **WARNING: Improper installation can cause electric shock or damage to the motor and controller. A qualified electrician should perform the installation.**

The diagrams below shows wiring option for a 100–125/200–250 V, 1 Φ fan controller. See “Power Requirements for Fan Controllers” for detailed power requirements.

Wiring for 200–250 V, 1 Φ, 50/60 Hz fan controllers

The neutral terminal is not used when wiring the fan controller for 200–250 V, 1 Φ. A disconnect and EMI filter are included with this fan controller.

Note: This fan controller does not contain fusing! Power must be supplied to this controller via a dedicated circuit breaker or properly fused disconnect!



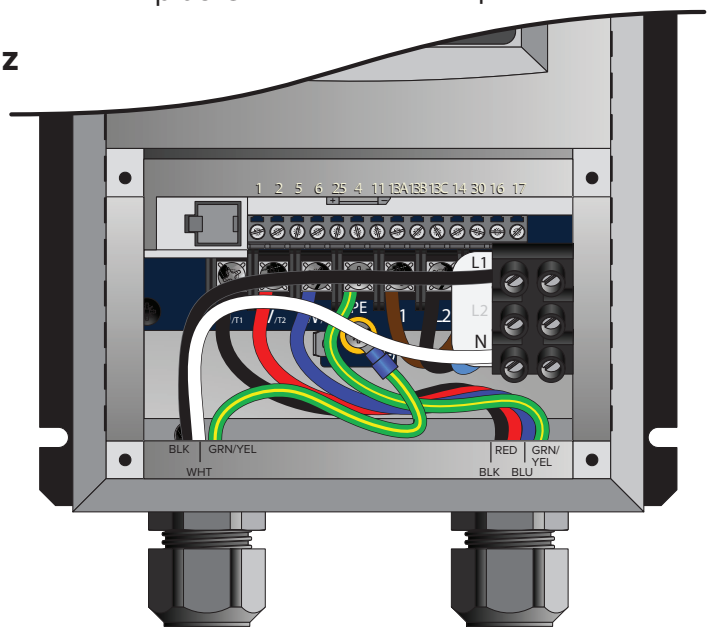
AC Input Wiring
2W plus GND

Motor Output Wiring
3W plus GND

Optional wiring for 100–125 V, 1 Φ, 50/60 Hz fan controllers

The L2 terminal is not used when wiring the fan controller for 100–125 V, 1 Φ. A disconnect is included with this fan controller.

Note: This fan controller does not contain fusing! Power must be supplied to this controller via a dedicated circuit breaker or properly fused disconnect!



AC Input Wiring
2W plus GND

Motor Output Wiring
3W plus GND

WIRING: 200–250 V, THREE-PHASE FAN CONTROLLERS

⚠ **WARNING: Wait three minutes after disconnecting before servicing!**

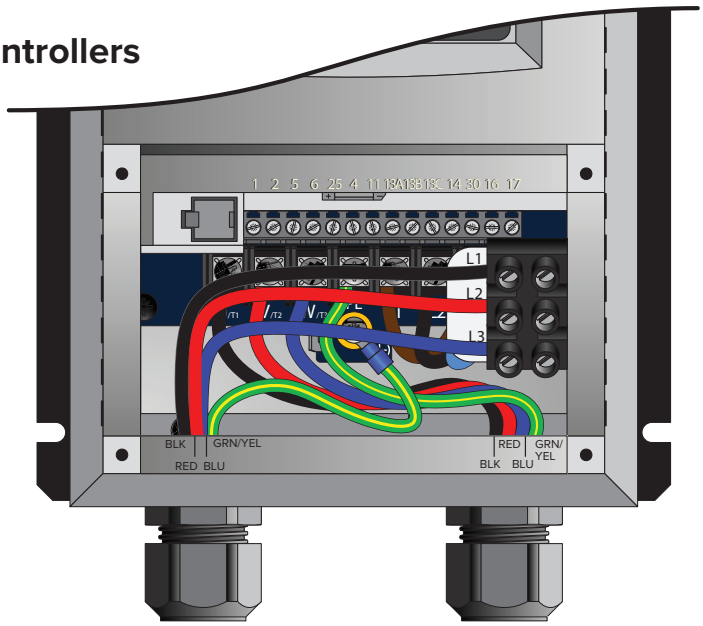
⚠ **WARNING: Improper installation can cause electric shock or damage to the motor and controller. A qualified electrician should perform the installation.**

The diagrams below show wiring options for a 200–250 V, 3 Φ fan controller. See “Power Requirements for Fan Controllers” detailed power requirements.

Wiring for 200–250 V, 3 Φ, 50/60 Hz fan controllers

A disconnect is included with the fan controller for 200–250 V, 3 Φ. An EMI filter is not included with this fan controller.

Note: This fan controller does not contain fusing! Power must be supplied to this controller via a dedicated circuit breaker or properly fused disconnect!



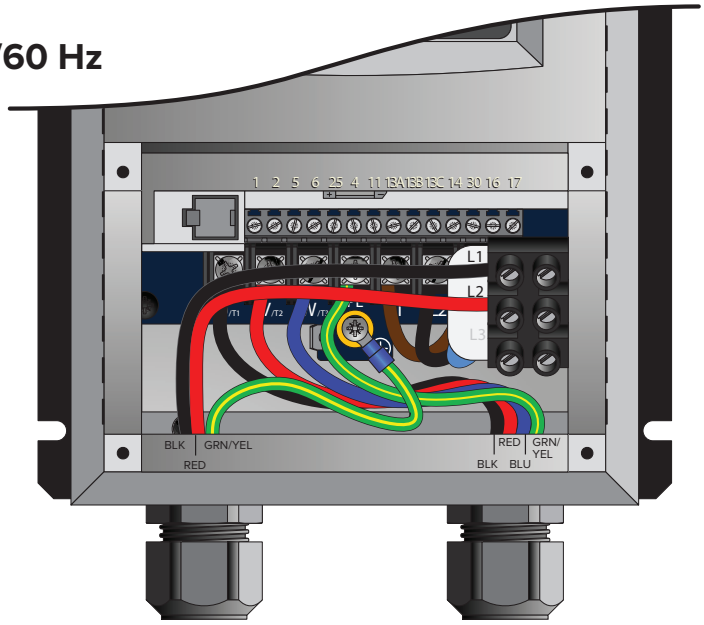
AC Input Wiring
3W plus GND

Motor Output Wiring
3W plus GND

Optional 1 Φ wiring for 200–250 V, 3 Φ, 50/60 Hz controllers

The L3 terminal is not used when wiring the fan controller for 200–250 V, 1 Φ. A disconnect is included with the fan controller. An EMI filter is not included with this fan controller.

Note: This fan controller does not contain fusing! Power must be supplied to this controller via a dedicated circuit breaker or properly fused disconnect!



AC Input Wiring
2W plus GND

Motor Output Wiring
3W plus GND

WIRING: 400–480 V & 575–600 V, THREE-PHASE FAN CONTROLLERS

⚠ **WARNING: Wait three minutes after disconnecting before servicing!**

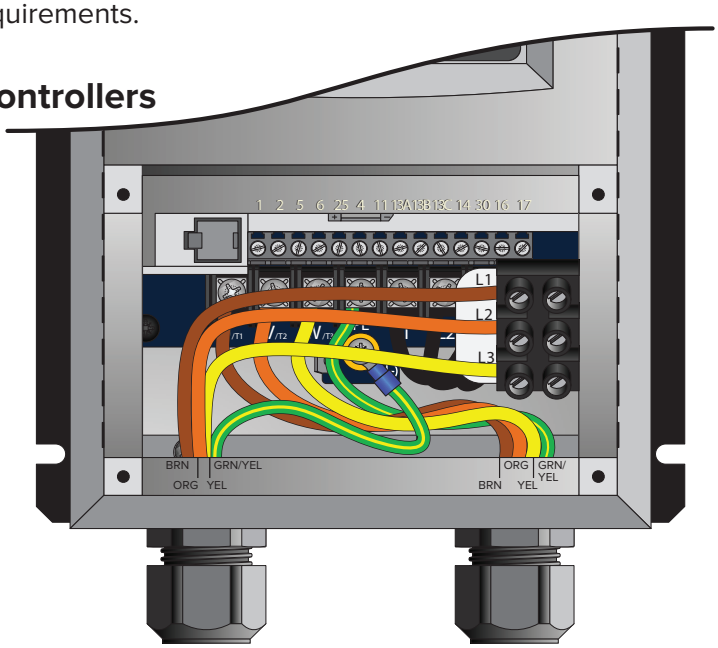
⚠ **WARNING: Improper installation can cause electric shock or damage to the motor and controller. A qualified electrician should perform the installation.**

The diagram below shows wiring options for 400–480 V, 3 Φ and 575–600 V, 3 Φ fan controllers. See “Power Requirements for Fan Controllers” for detailed power requirements.

Wiring for 400–480 V, 3 Φ, 50/60 Hz fan controllers

An EMI filter and disconnect are included with the fan controller for 400–480 V, 3 Φ.

Note: This fan controller does not contain fusing! Power must be supplied to this controller via a dedicated circuit breaker or properly fused disconnect!



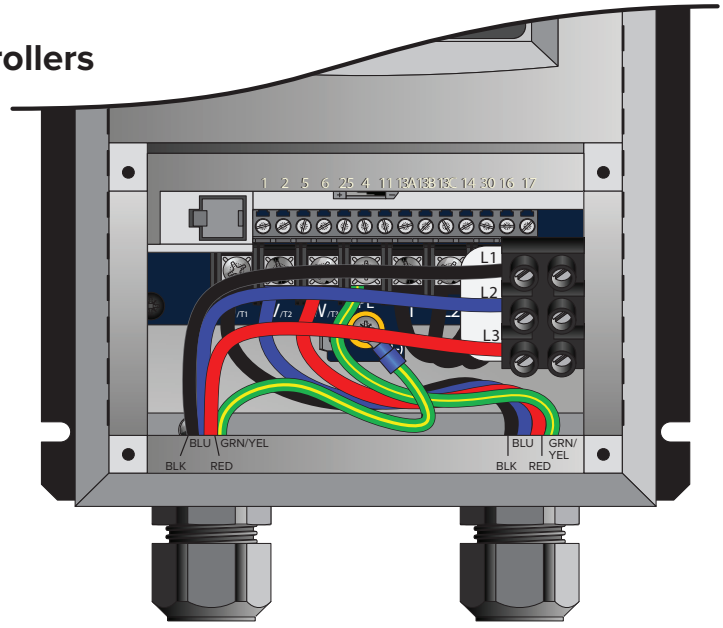
AC Input Wiring
3W plus GND

Motor Output Wiring
3W plus GND

Wiring for 575–600 V, 3 Φ, 50/60 Hz controllers

A disconnect is included with the fan controller for 575–600 V, 3 Φ. An EMI filter is not included with this fan controller.

Note: This fan controller does not contain fusing! Power must be supplied to this controller via a dedicated circuit breaker or properly fused disconnect!



AC Input Wiring
3W plus GND

Motor Output Wiring
3W plus GND

DAISY CHAINING

⚠ **WARNING: Wait three minutes after disconnecting before servicing!**

The following illustrations and parameter changes enable daisy chaining of the Pivot fan speed controller. The first fan provides a start/stop contact and 0–10 VDC analog speed reference for the downstream fan controller. The downstream fan controller provides a new start/stop contact and 0–10 VDC analog speed reference for the following downstream fan controller. This preferred method of linking the fan controllers together ensures minimal signal loss of command signals in larger multi-fan systems.

Assertion Level Switch (ALSW)

The fan controller ships with the onboard digital I/O configured for Sourcing (PNP) operation. Terminal 4 provides +15 VDC to be used as a supply voltage for user-supplied switches and accessories. For this 3-wire daisy chaining application, the downstream fan controllers must be switched to Sinking (NPN) operation. Terminal 4 will then provide a DC common connection and allow the analog signal and start stop signal to share that common. ***The Assertion Level Switch above terminal 4 must be switched from (+) to (-) on all downstream fan controllers for proper daisy chaining operation prior to powerup, parameter changes and operation.***

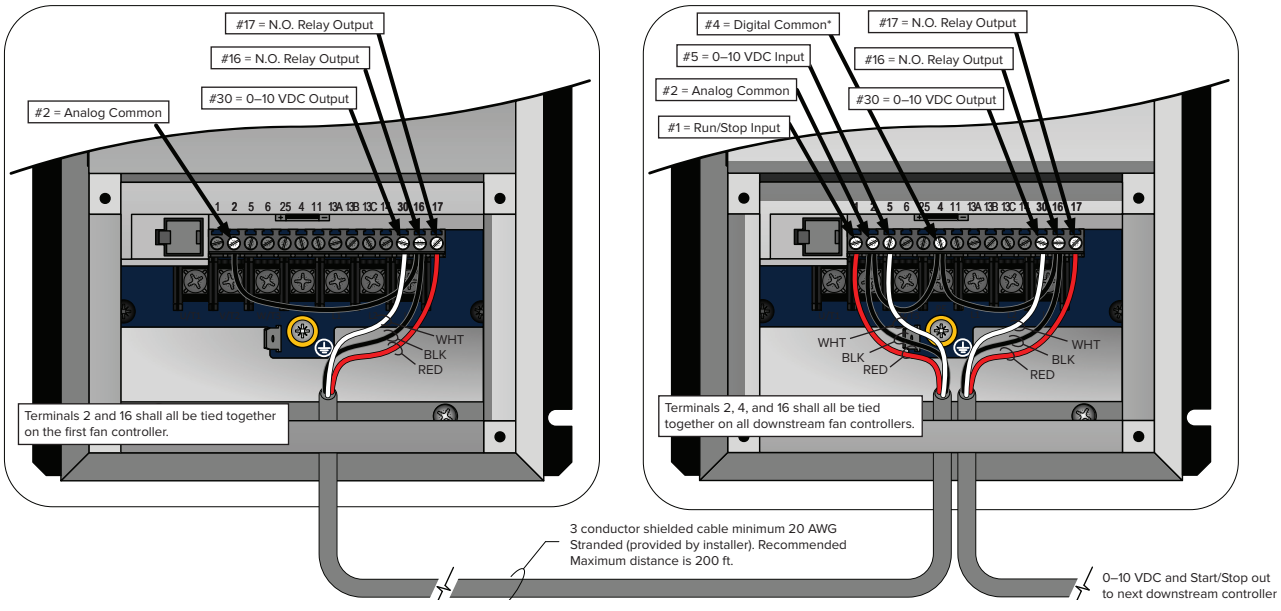
Parameter changes (first controller)

Parameter	Description
P140	**Relay Output Function** Change from “0” for None to “1” for Run.
P150	**TB-30 Output** Change from “0” for None to “1” for 0–10 VDC output (scaled to drive output frequency).
P152	**TB-30 Scaling Frequency** Change to equal the frequency setting of P103 Maximum Frequency.
P161	**Speed at Max Signal** Change to equal the frequency setting of P103 Maximum Frequency.

Parameter changes (downstream controllers)

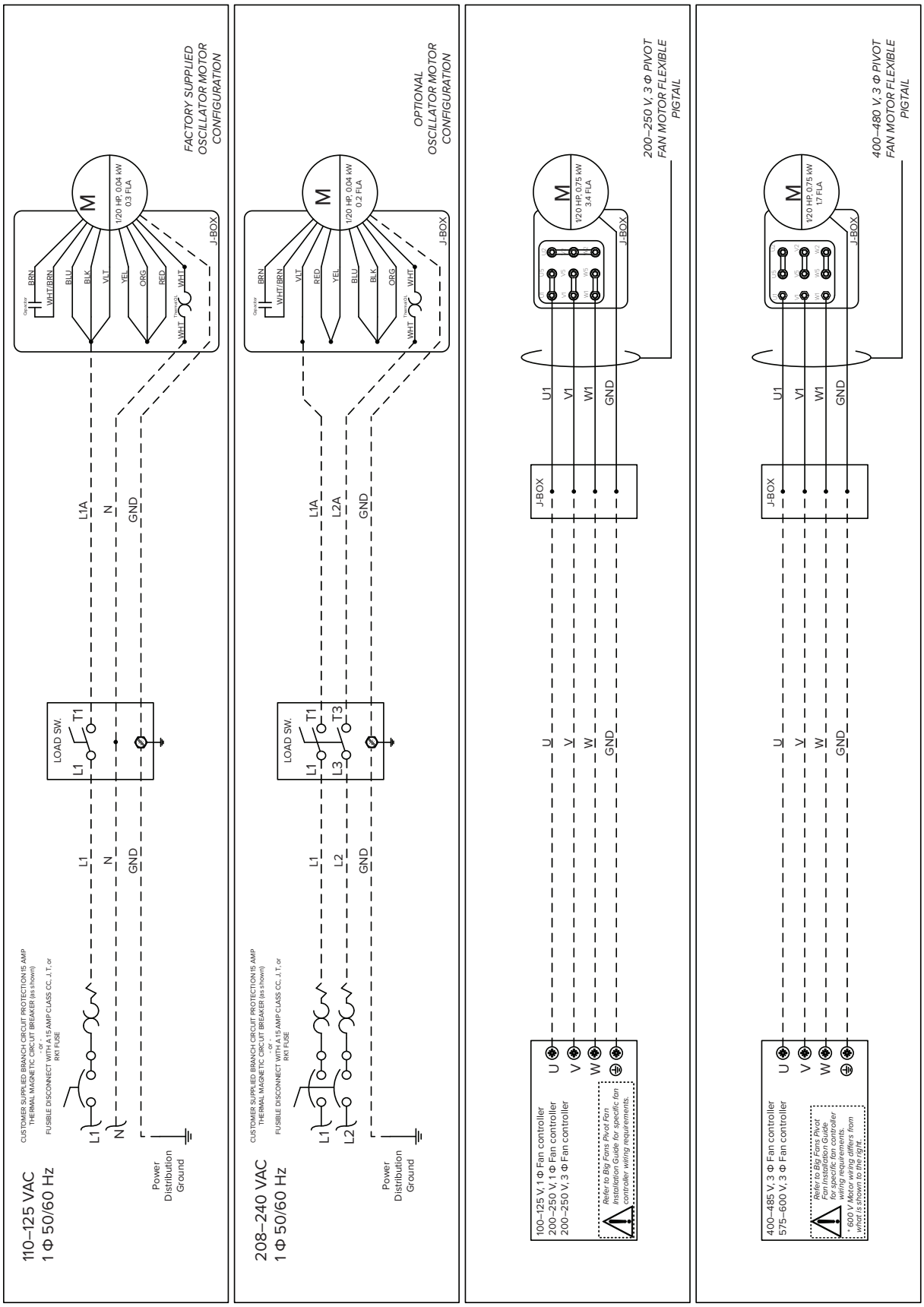
Parameter	Description
P120	**Assertion Level** Change from “2” for High to “1” for Low.
P100	**Start Control Source** Change from “0” for keypad operation to “1” for Terminal Strip.
P101	**Standard Reference Source** Change from “0” for keypad operation to “1” for 0–10 VDC analog input operation.

Note: Depending on the AWG and distance of the low voltage wiring, the downstream fans may run slightly slower than the leading fan. If this occurs, P161 Speed at Max Signal can be used to introduce a minor command reference overshoot to compensate for the analog voltage drop. At each downstream fan (beginning with the first downstream fan), adjust the value of P161 up 0.1 to 0.2 Hz increments until the fan’s output frequency matches that of the lead fan.



WIRING: OSCILLATOR SWITCH

The provided motor is preconfigured for 100–125 V, 1 Φ. A flexible lead and junction box has been provided for the 3 Φ motor electrical connections. This flexible lead must be used.



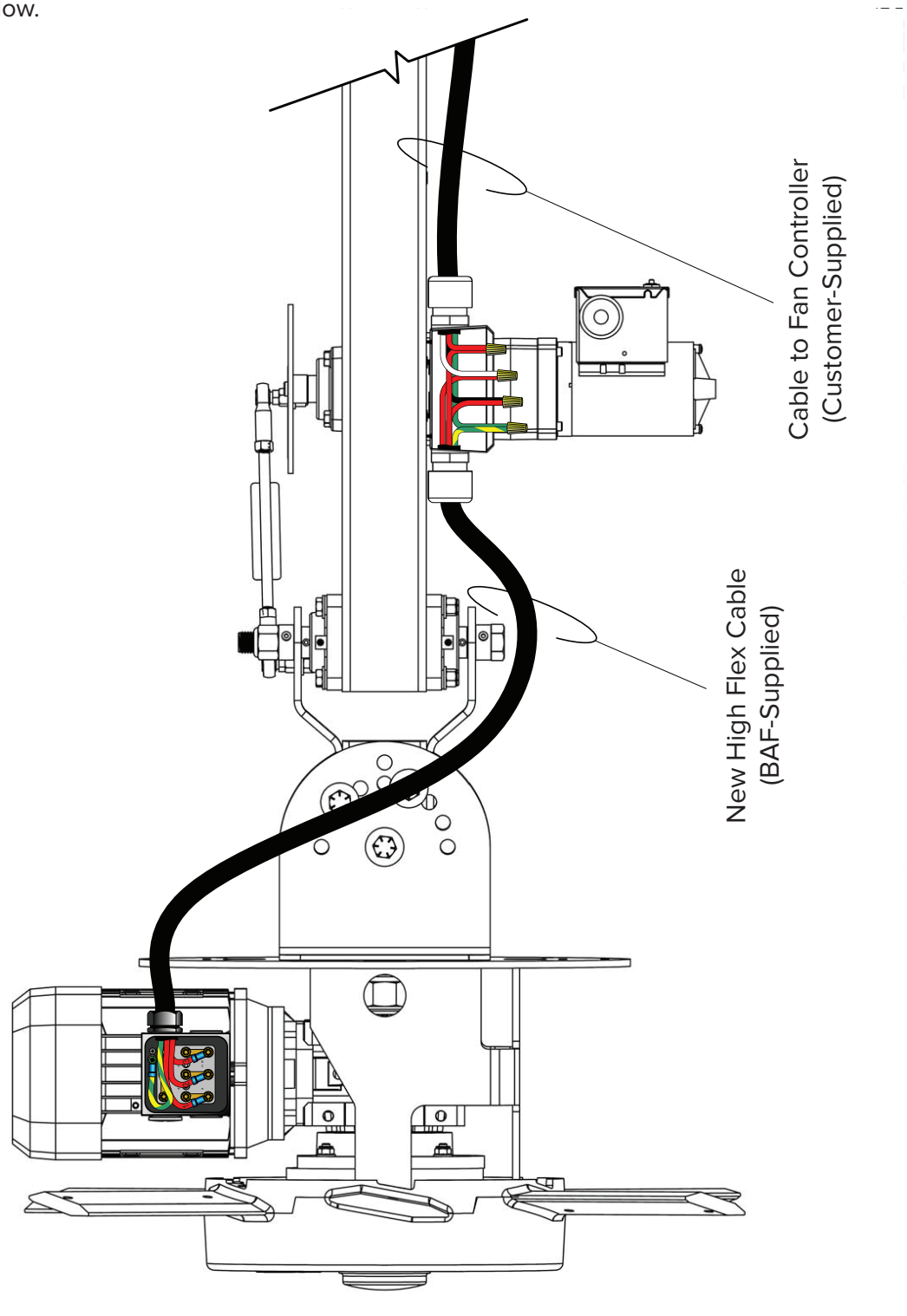
WIRING THE FAN MOTOR AND OSCILLATOR MOTOR

⚠ **CAUTION: To ensure obstructions do not interfere with the fan's movement, carefully test the fan in full oscillation before usage.**

Using customer-supplied cable, wire the fan motor as shown on the following page. Big Ass Fans provides 44" (0.91 m) of cable to connect the junction box to the fan motor.

The oscillator motor is prewired to a junction box located on the lower surface of the oscillator arm. Refer to the wiring diagram below.

Pivot 180 Wiring

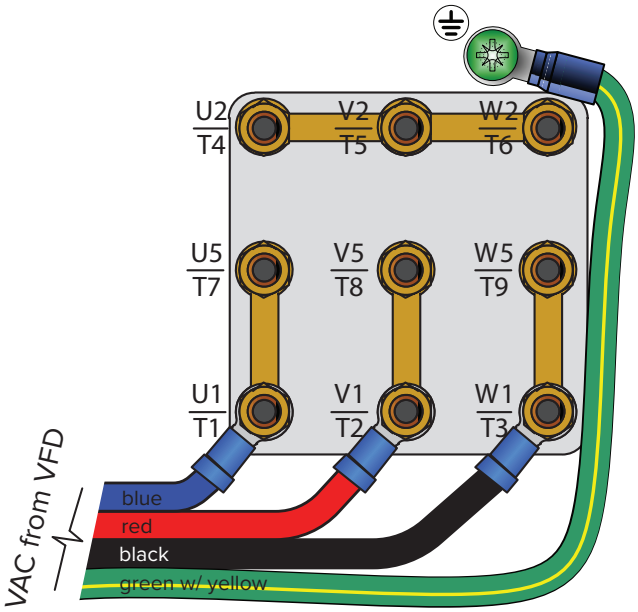


WIRING THE FAN MOTOR: 9-LEAD, DUAL VOLTAGE, WYE MOTOR CONFIGURATIONS

The motor wiring configurations shown below are applicable to 9-lead dual voltage wye wound motors rated for 230/460 VAC and 330/600 VAC. Consult the motor nameplate and/or wiring placard for verification of required wiring connections. Motors with terminal blocks require ring terminals and a 7 mm nut driver for termination. The diagrams below include L2 and L3 swap to yield proper motor rotation. *Note: Swapping leads to reverse rotation is done only on the output side of the drive.*

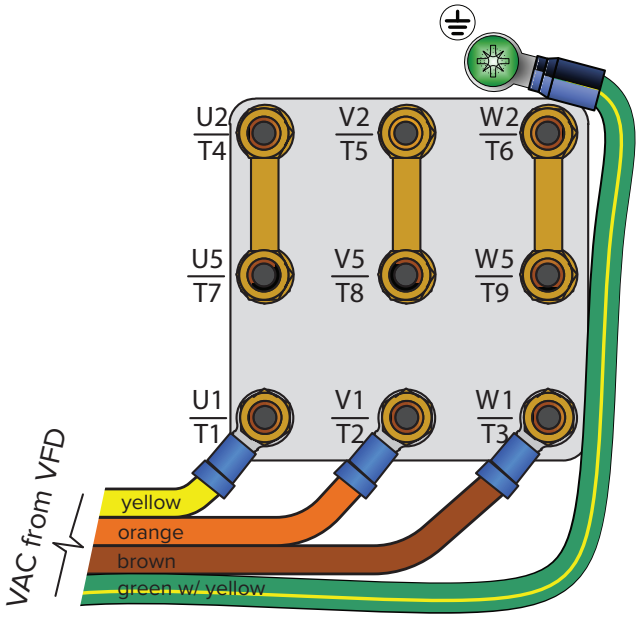
Low Voltage

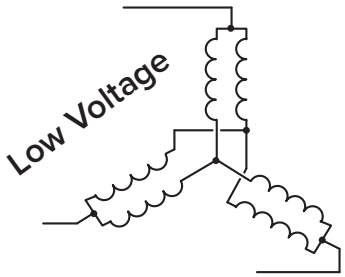
200–240 VAC, 50–60 Hz
330–350 VAC, 50–60 Hz

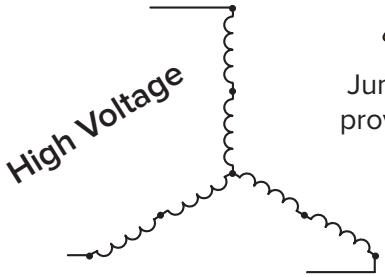


High Voltage

400–480 VAC, 50–60 Hz
575–600 VAC, 50–60 Hz





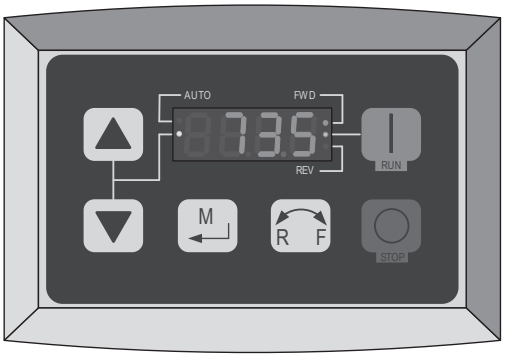


Jumper bars are provided with the motor

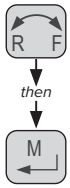
OPERATING THE FAN CONTROLLER

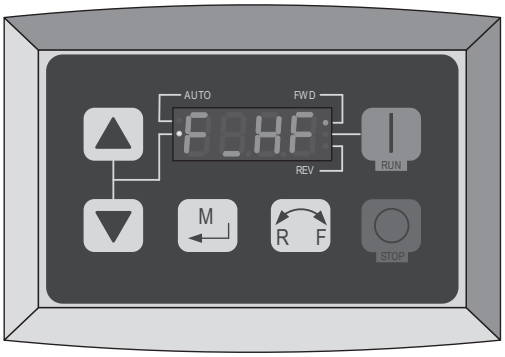
⚠ **WARNING: The following startup procedures apply to standard model controllers. Procedures may vary depending on installation options and system automation. The installer should verify proper wiring, terminations, and proper voltage supply before proceeding. High voltage gloves and arc flash protection are recommended.**

Drive Idle/Stopped Screen



Fan Speed Percentage Display
(73.5% Running FWD)





Typical Fault Message Display
(Incoming Line Over-Voltage Shown)

Starting and stopping the fan

The RUN and STOP buttons control the fan start and stop functions. **To start the fan,** press the green RUN button. **To stop the fan,** press the red STOP button.

Adjusting fan speed

The Arrow buttons control speed adjustment. **To adjust fan speed,** press the Up or Down Arrow button. Single presses will increase or decrease the speed in 1-2% increments. Pressing and holding the Up or Down Arrow button will slowly and continuously adjust fan speed until the button is released.

Reversing direction of fan rotation

The direction of fan rotation can be reversed when the fan is stopped or running. **To reverse the direction of rotation,** press the Direction button, and then press the Memory/Enter button (as shown on the left). The associated Direction indicator will flash, indicating the pending change.

Note: The fan should rotate in same direction (counterclockwise when viewed from the floor) during both the warmer and cooler months. If the fan is not rotating in this direction, press the Direction button, and then press the Memory/Enter button. During the warmer months, run the fan at higher speeds. This will circulate the air and provide a cooling breeze. During the cooler months, run the fan at lower speeds. This will push warmer air down from the ceiling to the floor without creating a cooling breeze.

TROUBLESHOOTING

⚠ **WARNING: When servicing or replacement of a component in the fan requires the removal or disconnection of a safety device, the safety device is to be reinstalled or remounted as previously installed.**

⚠ **WARNING: Risk of fire, electric shock, or injury to persons during cleaning and user-maintenance. Disconnect fan from power supply before servicing.**

⚠ **WARNING: TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK, OR INJURY TO PERSONS, OBSERVE THE FOLLOWING:**

- **Use this fan only in the manner intended by the manufacturer. If you have questions, contact the manufacturer.**
- **Before servicing or cleaning the fan, switch power off at service panel and lock the service disconnecting means to prevent power from being switched on accidentally. When the service disconnecting means cannot be locked, securely fasten a prominent warning device, such as a tag, to the service panel.**

Customers in the United States	**Customers outside of the United States**
For questions about your product or customer service inquiries, please call our toll free number (877-BIG-FANS) or visit www.bigassfans.com/service.	For questions about your product or customer service inquiries, please contact your local Big Ass Fans representative or fill out a contact form at www.bigassfans.com/service.

Some issues can be resolved before requesting service. Review the below troubleshooting tips before contacting Customer Service for support.

Symptom	**Possible Solution(s)**
The fan is turning in the wrong direction. The fan must be rotating counterclockwise (when viewed from the floor) to be effective.	To be effective, the fan should be rotating in the counterclockwise direction when viewed from the floor. If the fan is not rotating in the counterclockwise direction, press the F/R button on the controller.
A popping noise is coming from the fan. Airfoil noise comes from airfoils that are not tightened to the specified torque.	Disconnect the fan from power, and then tighten the airfoil fasteners to 29 ft·lb (39.3 N·m). If the popping still occurs, verify that the airfoils are not contacting each other. If they are, contact Big Ass Fans Customer Service.
The fan will not start.	Verify the following: • All wires are securely connected. • The wall controller has power. • Supply power is adequate and functional. If the fan still does not start, contact Customer Service.
The variable frequency drive (VFD) generates radio frequency (RF) noise. VFDs generate radio frequency noise in many ways, but this noise can be prevented by using the proper wiring practices outlined in the Electrical Installation section.	• Do not run your VFD and sensitive equipment on the same power line. • You need to install shielded cables, run leads in grounded metallic conduit, or use appropriate sized 4 conductor shielded cable for motor leads. • Make sure that the motor's ground/shield lead are terminated to the VFD's ground terminal, not the controller's ground lug. • Ensure proper grounding at the motor, controller, and from the controller to the power supply. • Contact Customer Service.
The motor makes noise when fan speed is increased. Audible high frequency carrier noise may be an indicator of a stall condition.	This noise is present at all fan speeds and it does not change when the fan speed is changed. If this is less than desirable, or you feel that the noise may be a result of mechanical failure, please contact Customer Service.

Note: Some motor, gearbox, or drive noise is to be expected and is normal.

PREVENTIVE MAINTENANCE

Please take a few moments each year to perform the following preventive maintenance inspection to your fan to ensure its safe and efficient operation. If you have any questions, please contact Customer Service.

⚠ **WARNING: Risk of fire, electric shock, or injury to persons during cleaning and user-maintenance! Disconnect the appliance from the power supply before servicing.**

⚠ **WARNING: Before servicing or cleaning the fan, switch off power at service panel and lock the service disconnecting means to prevent power from being switched on accidentally. When the service disconnecting means cannot be locked, securely fasten a prominent warning device (such as a tag) to the service panel.**

⚠ **WARNING: When service or replacement of a component in the fan requires the removal or disconnection of a safety device, the safety device is to be reinstalled or remounted as previously installed.**

Annual preventive maintenance

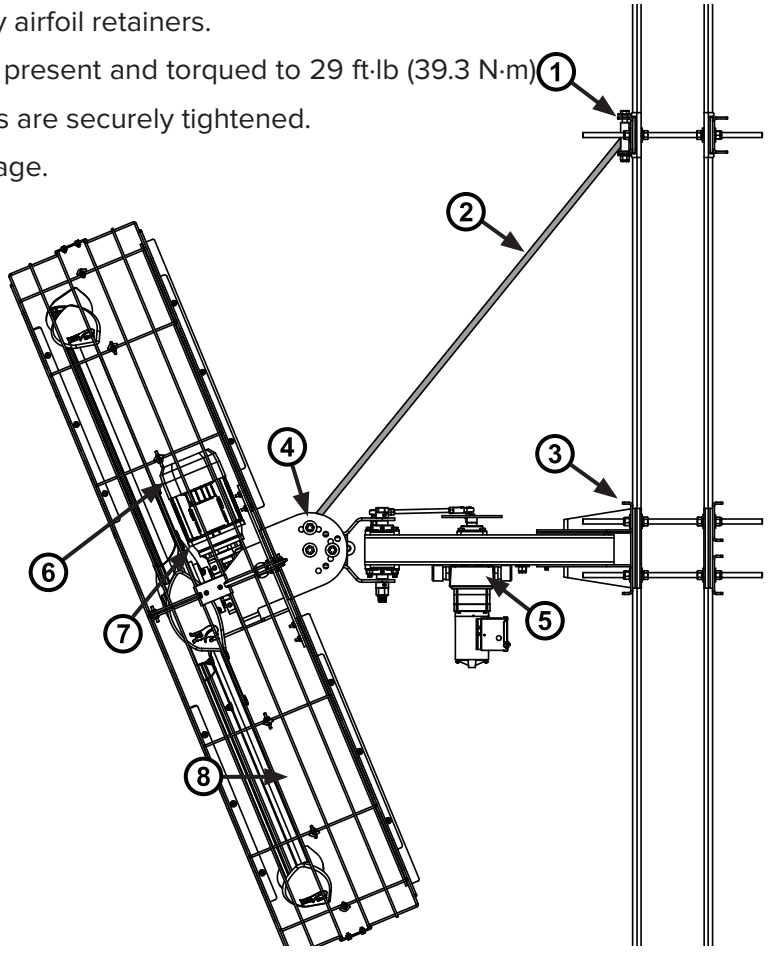
Perform the following preventive maintenance actions annually using the Maintenance Checklist):

1. Ensure all safety cable mounting bolts are present and torqued to 40 ft·lb (54.2 N·m).
2. Ensure safety cable is present and secured.
3. Ensure column mount mounting bolts are present and torqued to 40 ft·lb (54.2 N·m).
4. Ensure all fan mounting bolts are present and torqued to 42 ft·lb (56.9 N·m).
5. Inspect motor terminals inside junction box and tighten if necessary.
6. Check gear reducer for oil leakage. If leakage is present, contact Customer Service.
7. Ensure all airfoils are secured to one another by airfoil retainers.
8. Ensure all bolts (18x) securing airfoils to fan are present and torqued to 29 ft·lb (39.3 N·m).
9. Ensure all bolts (10x) securing winglets to airfoils are securely tightened.
10. Check guy wires (if installed) for fraying or damage.

General preventive maintenance

- Dust airfoils, motor, and motor housing. If desired, use a gentle cleaner or degreasing agent to polish the foils. Do not use Clorox® or other chlorine based cleaners! This could result in the release of toxic/fatal fumes.
- Check all fan controller connections and tighten as needed. Using a vacuum, remove all dust and debris from the inside and outside of the controller.
- Verify proper fan rotation. To be effective, the fan must be turning counter-clockwise.

⚠ **WARNING: Do not operate a fan with missing or damaged components! Please contact Customer Service.**



BIG ASS FANS
No Equal

ANNUAL MAINTENANCE CHECKLIST

Fan Model:

Serial #:

Location:

Date	Initials

Fan Model:

Serial #:

Location:

Date	Initials

Fan Model:

Serial #:

Location:

Date	Initials

WARRANTY RETURN INSTRUCTIONS

Congratulations on your purchase of a Big Ass Fan! We are delighted that you have chosen our product to improve the quality of your indoor environment, and hope you'll have much pleasure using the fan for years to come.

Replacement of products under warranty acknowledgment & return instructions

We have received your request for replacement of a part that failed during normal use and which you believe to be covered under warranty. We are shipping this replacement part to you pursuant to your notice that you will be replacing the original part within 10 days.

This replacement part is being shipped to you prior to our receipt of the item that failed, and prior to our evaluation of this part to determine the reasons for its failure and whether it is covered under warranty.

In order to evaluate the cause of the product failure, we need you to return the original part to our offices within 10 working days of receipt of the replacement part. Should the part be covered under warranty, you will not be charged for the replacement item. However, you will be charged for the replacement part plus shipping if (1) the part is not under warranty because the source of failure is outside the scope of the warranty, or (2) the warranty period has expired. If there is no warranty coverage, we will send you a detailed letter of explanation.

We also will charge you for the replacement item plus shipping and handling if you do not return the original item within 10 days of the receipt of the replacement item.

Instructions for returning the original item

1. Please use the return label that is included in the box containing the replacement part. The return shipment address is:

   Big Ass Fans
   ATTN: RMA#_____
   800 Winchester Road
   Lexington, KY 40505

2. Use the packaging for the replacement part to return the original part.
3. Include the packing list we have provided which includes the RMA#.
4. If the part weighs over 50 lb, you will be provided a prepaid Bill Of Lading. To schedule a freight pick up, please contact Customer Service. We will only charge back the freight costs if the original part is not under warranty, or if you do not return the original component within 10 days of receipt of the replacement.
5. If the part weighs 50 lb or less, please use the provided prepaid UPS Ground shipping label and drop off at your nearest UPS pickup location.

We apologize for the inconvenience, and appreciate your assistance and cooperation. If you have questions, please contact us at 1-877-BIG-FANS.

Thank you,
Big Ass Fans

Warranty claim form instructions

1. Complete Warranty Claim Form (see following pages) and Responsibility Agreement (see following pages) and fax them to 859-967-1695, Attn: Customer Service. These pages will be faxed back to you for your records. The Warranty Claim Form will include our acknowledgment and a Return Materials Authorization (RMA) number. **Note: Do not return any item without first being assigned an RMA# by Big Ass Fans Customer Service.**
2. No more than 10 days prior to the date you have made arrangements to replace the component part, call Customer Service at 1-877-BIG-FANS to arrange for replacement component delivery and original component pickup. At that time, we will fax you a written acknowledgment of your call that includes a reminder of the return instructions. **Note:** Even if you are not able to replace the component immediately following your initial notice to us, returning the Warranty Claim Form and Responsibility Agreement will effectively stop the warranty clock from running. You can then make the product exchange when you are prepared to do so. However, the warranty period will continue to run until we receive these completed pages back from you, and no warranty will be honored without receipt of these pages within the warranty period. We will not send out any replacement part until you have called to let us know that you have scheduled installation of the replacement. This ensures that the replacement part is not lost or damaged while awaiting installation, and that you are not billed for the replacement because you have waited too long to return the original component (see Responsibility Agreement).
3. When you receive the replacement part, you have 10 working days to remove and replace the existing component and return it to us at **800 Winchester Road, Lexington, KY 40505.**
    a. Upon receiving the replacement part, verify that replacement part order is correct. If order is incorrect or damaged, notify Big Ass Fans within 24 hours after receiving order.
    b. Use care unpacking the replacement component, as you will need to use BOTH the packaging from the replacement part AND the packing list and a return address label included inside this packaging to return the original part. If the original packaging and return documents are not used, you will be responsible for any damage incurred in transit as well as any additional costs involved. **Note: The RMA# must appear on the outside of the box being returned. Items without an RMA# will not be accepted.**
    c. Use the delivery service or one of the truck lines specified in the acknowledgement for return of the part. We will refuse receipt of any shipment that is returned via an unauthorized carrier. If you prefer, we can make all arrangements for delivery and pickup.
    d. Fax a copy of the bill of lading or other tracking information to 859-967-1695 when the item has been shipped so that we know to expect delivery of the original part.
4. If we do not receive the original part back within 15 working days from the date you receive delivery of the replacement, you will be invoiced for the cost of the replacement part, plus freight, on Net 15 terms (see Responsibility Agreement), and this invoice will be due and payable. If you subsequently return the replacement part to us after payment has been made, we will refund any payment made for the replacement part, unless we subsequently determine that the part is not covered under warranty.

WARRANTY CLAIM FORM

2348 Innovation Drive
Lexington, KY 40511
Phone: 1-859-233-1271
www.bigasssolutions.com

Name (print):_____ **Signature:**_____

Company:_____

Shipping Address:_____

City/State/ZIP:_____

Phone:_____ **Fax:**_____

Items Returned:_____ **Date of Purchase:**_____

Reason(s) for Returning Item (please provide detail, including length of time after fan had been in operation that problem was noticed, nature of problem, any attempts you made to remedy the problem, etc.):

ATTENTION: Do not return any item without first being assigned an RMA# by Big Ass Fans Customer Service Department. The RMA# must appear on the outside of the box being returned. Items without an RMA# will not be accepted.

Date Replacement Parts Should Be Shipped (if known):_____ (Please do not request shipment until you are prepared to install; you may call us at 1-877-BIG-FANS to arrange shipment when you have scheduled installation.)

Acknowledgment of Receipt of Warranty Return Notification
(to be completed by Big Ass Fans)

Acknowledged By:_____ **Date:**_____

RMA#:_____

Authorized Truck Line(s):_____

RESPONSIBILITY AGREEMENT

2348 Innovation Drive
Lexington, KY 40511
Phone: 1-859-233-1271
www.bigasssolutions.com

To: Big Ass Fans
The undersigned understands and acknowledges receipt of the Warranty Claim Form and Instructions and agrees that Big Ass Fans has the right, upon receipt of returned merchandise, to make final determination as to whether this merchandise should be replaced at no cost under Big Ass Fan's stated warranty policy.
The undersigned further agrees that if Big Ass Fans determines that this merchandise does not qualify under its stated warranty policy, Big Ass Fans can invoice for the replacement merchandise, plus shipping and handling for the original part and all replacements, and such invoice will be paid within 15 days of receipt of the same.
The undersigned agrees to ship to Big Ass Fan's location at 800 Winchester Road, Lexington, KY 40505 all of the merchandise replaced by Big Ass Fans, including, but not necessarily limited to, defective or failed components, within 10 working days of the receipt of the any replacements.
The undersigned further agrees that if said replaced merchandise has not been shipped to Big Ass Fans within 10 working days, Big Ass Fans can invoice for the replacement merchandise plus shipping and handling, and the invoice will be paid within 15 days of receipt.

Signed:_____

Title:_____

For:_____
(Name of Company)

Date:_____

CHECK-IN PROCEDURE

(Big Ass Fans Certified Installers Only)

2348 Innovation Drive
Lexington, KY 40511
Phone: 1-859-233-1271
www.bigasssolutions.com

ATTENTION

These items must be completed prior to any additional installation crew members entering jobsite or any installation material being unloaded.

Date: _____

Company: _____ **Job Name:** _____

Address: _____ **Purchase Order No.:** _____

City/State/ZIP: _____

Contact Name: _____ **Phone:** _____

E-mail: _____

****SEE THE FOLLOWING PAGE FOR NFPA 13 REGULATIONS****

☐	Fan placement is to be in accordance with agreed upon original Scope of Work and Layout. If this is to change, please note change and consult Field Service Manager for approval.
☐	Installation techniques have been discussed (type of conduit, L-brackets if required, mounting technique explained). If the extension tubes exceed 4 ft (1.2 m), guy wires are explained and fully understood.
☐	Times in/out, duration, and schedule presented and accepted.
☐	Time (please list the number of employees and total duration of jobs):
☐	Safety rules and regulations have been brought to installer's attention (e.g., badges, safety harnesses, vests, hard hats, footwear, lock out/tag out, certification processes, work area free of trash and debris, etc.). If there are any areas that are forbidden or secure, they are brought to the supervisor's attention and instructed not to enter. If there are any special site conditions (i.e., open areas and operating machinery to be avoided), they are also brought to the supervisor's attention and instructed how to bypass the area if required. Safety Rules and Regulations listed:
☐	The facility manager understands all electrical requirements, i.e., breaker size, voltage, brand, main panel space, and they are in accordance with original Scope of Work and Layout.
	Additional comments:

National Fire Protection Association Standard

In accordance with NFPA 13 Standard from the National Fire Prevention Association as referenced in sections 12.1.4 and 11.1.7: High Volume Low Speed (HVLS) Fans:
The installation of HVLS fans in buildings equipped with sprinklers, including ESFR sprinklers, shall comply with the following:

- The maximum fan diameter shall be 24 feet (7.3 m).
- The fan shall be approximately centered between four adjacent sprinklers.
- The vertical clearance from the fan to sprinkler deflector shall be a minimum of 3 feet (0.9 m).
- All fans shall be interlocked to shut down immediately upon receiving a water flow signal from the alarm system in accordance with the requirements of NFPA 72- National Fire Alarm and Signaling Code.

⚠ **WARNING: The fan should not be installed unless the structure on which the fan is to be mounted is of sound construction, undamaged, and capable of supporting the loads of the fan and its method of mounting. Verifying the stability of the mounting structure is the sole responsibility of the customer and/or end user, and Big Ass Fans hereby expressly disclaims any liability arising therefrom, or arising from the use of any materials or hardware other than those supplied by Big Ass Fans or otherwise specified in the installation instructions.**

If this installation will be performed outside the scope of work or not within the specifications of Big Ass Fans by customer's request, please provide specific details:

_____

_____

_____

_____

Please sign below if both parties agree that all aspects of this installation have been thoroughly explained and are of clear understanding and agreement of the installation to be completed.

Customer Signature: _____

Printed Name: _____ **Date:** _____

Contractor Signature: _____

Printed Name: _____ **Date:** _____

The supervisor is to hold all documents until the job is complete and send all forms back to Field Service Manager. This will consist of the service/work order, Check-In document, and Close-Out document. The installation crew will not receive payment until all forms are signed by the facility manager and the supervisor. These documents will then be forwarded to the Field Service Manager at Big Ass Fans.

CLOSE-OUT PROCEDURE

(Big Ass Fans Certified Installers Only)

2348 Innovation Drive
Lexington, KY 40511
Phone: 1-859-233-1271
www.bigasssolutions.com

Date: _____

Company: _____ **Job Name:** _____

Address: _____ **Purchase Order No.:** _____

City/State/ZIP: _____

Contact Name: _____ **Phone:** _____

E-mail: _____

****SEE THE FOLLOWING PAGE FOR NFPA 13 REGULATIONS****

The field crew supervisor and facility manager are to walk through the completed installation.

☐	The installation is complete and on time in accordance with the original Check-In document. If not, explain:
☐	Conduit runs are installed in accordance with the Check-In document, Scope of Work, and Layout. If not, explain:
☐	The fans are correctly placed in accordance with both the Check-In document, Scope of Work, and Layout. If not, explain:
☐	Breaker size and wire type are in accordance with the Check-In document, Scope of Work, and Layout. If not, explain:
☐	All safety rules and regulations met in accordance with the Check-In document, Scope of Work, and Layout. If not, explain:
☐	Fans have been running for over an hour and operate without visible defect or issue.
☐	The fan is spinning in the correct direction (counterclockwise when viewed from floor).
☐	Angle irons are securely fastened and are without any apparent problems in accordance with installation techniques discussed at check-in.
☐	If extension tube is 4 ft (1.2 m) or longer, guy wires are in place and there is no evidence of a wobble.
☐	Supervisor or contractor has supplied and explained the Installation Guide. If not, explain:
☐	The supervisor or contractor has explained and I understand how to operate fan including starting/stopping, speed operation, and power disconnect. If not, explain:
☐	Time in/out and duration are in accordance with Check-In document.
	Additional comments:

National Fire Protection Association Standard

In accordance with NFPA 13 Standard from the National Fire Prevention Association as referenced in sections 12.1.4 and 11.1.7: High Volume Low Speed (HVLS) Fans:
The installation of HVLS fans in buildings equipped with sprinklers, including ESFR sprinklers, shall comply with the following:

- The maximum fan diameter shall be 24 feet (7.3 m).
- The fan shall be approximately centered between four adjacent sprinklers.
- The vertical clearance from the fan to sprinkler deflector shall be a minimum of 3 feet (0.9 m).
- All fans shall be interlocked to shut down immediately upon receiving a water flow signal from the alarm system in accordance with the requirements of NFPA 72- National Fire Alarm and Signaling Code.

⚠ **WARNING: The fan should not be installed unless the structure on which the fan is to be mounted is of sound construction, undamaged, and capable of supporting the loads of the fan and its method of mounting. Verifying the stability of the mounting structure is the sole responsibility of the customer and/or end user, and Big Ass Fans hereby expressly disclaims any liability arising therefrom, or arising from the use of any materials or hardware other than those supplied by Big Ass Fans or otherwise specified in the installation instructions.**

NOTE: The customer's initials are required as acknowledgement for the following instances:
____ Return Trip Required—Additional Charges Apply (Customer not Ready/Lift Issues)
____ Work Completed Outside Scope of Work (if applicable)
____ Installation Not Performed Per BAF Recommendations or Specifications For Any Reason
____ Customer Understands and Approves Additional Charges As Explained in amount of $_____ (if applicable)
____ Other (Please Explain Below)

If any portion of this installation was performed outside the scope of work or not within the specifications of Big Ass Fans at any capacity or for any reason, please provide specific details below:

_____

_____

_____

Signatures of both parties are **required** below to acknowledge that this installation has been completed to customer's satisfaction, to activate fan(s) warranty, and to issue payment to contractor (with required documentation):

Customer Signature: _____

Printed Name: _____ **Date:** _____

Contractor Signature: _____

Printed Name: _____ **Date:** _____

The supervisor is to hold all documents until the job is complete and send all forms back to Field Service Manager. This will consist of the service/work order, Check-In document, and Close-Out document. The installation crew will not receive payment until all forms are signed by the facility manager and the supervisor. These documents will then be forwarded to the Field Service Manager at Big Ass Fans.

CONTACT US

Talk to a Big Ass Fan Expert. Call us at at one of the numbers below or visit www.bigasssolutions.com

Customer Service

U.S.A & Rest of the World
2348 Innovation Drive
Lexington, KY 40511
1-877-244-3267

Australia/Oceania
Unit 22, 1029 Manly Road
Tingalpa QLD 4173, Australia
(07) 3292 0100

East Asia
Room 808, Tai Yau Building
181 Johnston Road
Wan Chai, Hong Kong
+852 2836 5808

Canada
6300 Northwest Dr, Unit 3
Mississauga, ON L4V 1J7, Canada
1-844-924-4277

South & Southeast Asia
18 Tampines Industrial Crescent #06-07
Singapore 528 605
+65 6709 8500

Manufacturing & Warranty Contact Information

Manufacturing
2425 Merchant Street
Lexington, KY 40511
1-877-244-3267

Warranty Returns
800 Winchester Road
Lexington, KY 40505
1-877-244-3267

1001340801

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BIG ASS FANS

2425 Merchant St., Lexington, KY 40511
1 (877) BIG-FANS | WWW.BIGASSFANS.COM