



COOK

CAC

Air Circulators

INSTALLATION, OPERATION, AND MAINTENANCE MANUAL

This publication contains the installation, operation and maintenance procedures for standard units of the *CAC - Air Circulator Fans*.

- CAC-DF • CAC-WH • CAC-M • CAC-CH • CAC-FH
- CAC-MH • CAC-WX • CAC-WW • CAC-WO • CAC-PO

Carefully read this publication prior to any installation or maintenance procedure.

Loren Cook catalog, *CAC*, provides additional information describing the equipment, fan performance, available accessories and specification data.

For additional safety information, refer to AMCA publication 410-96, *Safety Practices for Users and Installers of Industrial and Commercial Fans*.

All of the publications listed above can be obtained from Loren Cook Company by phoning (417)869-6474, extension 166; by FAX at (417)832-9431; or by e-mail at info@loren-cook.com.

For information and instructions on special equipment, contact Loren Cook Company at (417)869-6474.

Receiving and Inspection

Carefully inspect the fan and accessories for any damage and shortage immediately upon receipt of the fan.

- Inspect for any damage that may have occurred during transit.
- Shipping damage claim must be filed with carrier.
- Check all bolts, screws, setscrews, etc. for looseness that may have occurred during transit. Retighten as required.
- Record on the *Delivery Receipt* any visible sign of damage.

Handling

Lift and support Air Circulator fans as per the assembly instructions (See Page 2). Do not use hooks, clamps, or forks to lift any of the circulator heads. Do not lift oscillating head by their connecting arm or gear assembly.

Storage

To maintain good working condition of the fan do not store outdoors, follow the additional instructions below.

- Periodically rotate the propeller to keep a coating of grease on all internal bearing parts.
- Periodically inspect the fan to prevent damaging conditions.
- Cover the unit with some type of weather cover to prevent moisture, corrosion, dirt or dust accumulation.

▲ WARNING

This unit has rotating parts. Safety precautions should be exercised at all times during installation, operation, and maintenance. ALWAYS disconnect power prior to working on fan. Disconnect switches are recommended. Place the disconnect switch near the fan in order that the power can be swiftly cut off in case of an emergency, and in order that maintenance personnel are provided complete control of the power source.

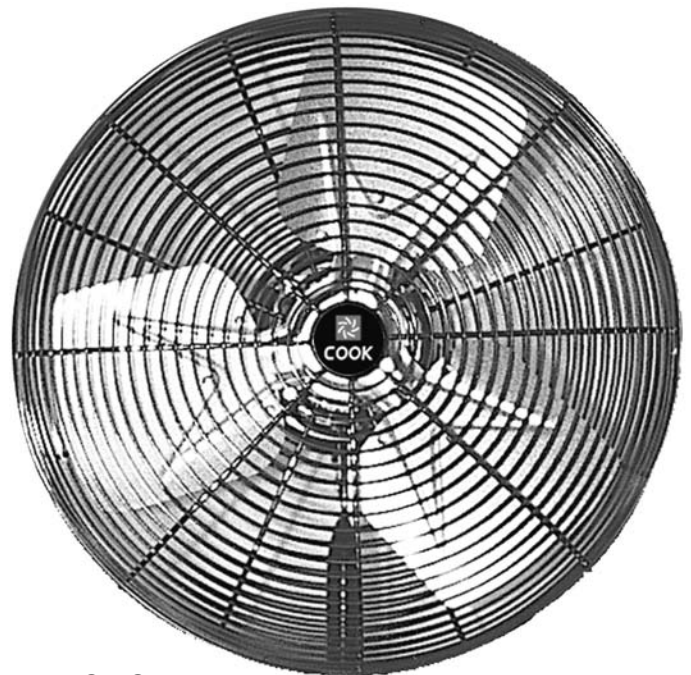
General Safety Information

▲ WARNING

To reduce the risk of fire, electric shock, and injury to persons, circulator must be installed with brackets that are marked on their cartons to indicate the suitability with model. Other brackets cannot be substituted.

To reduce the risk of fire, electric shock, or injury to persons, observe the following:

- Use this unit only in the manner intended by the manufacturer. If you have questions, contact the manufacturer.
- Before servicing or cleaning unit, switch power OFF at service panel and lock 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. This is important with motors equipped with automatic reset thermal protection. Motor may activate without warning.
- Installation work and electrical wiring must be done by a qualified person(s) in accordance with all applicable codes and standards, including fire-rated construction.
- When cutting or drilling into wall or ceiling, do not damage electrical wiring and other hidden utilities.



CAC-P

⚠ WARNING

Motors may be equipped with automatic reset thermal protection. Motor may activate without warning.

⚠ DANGER

Do not place body parts or objects in circulator, motor openings, or drives while motor is connected to the power source.

⚠ WARNING

To reduce the risk of fire, electric shock, or injury to persons, observe the following: Do not use a three-prong to two-prong adapter on the power cord. Do not use circulators with a solid state speed control device. Do not depend on any switch or thermostat to disconnect power supply. Always unplug the power cord.

1. Read and follow all instructions, cautionary markings and make sure power source conforms to requirements of equipment.
2. Follow all local electrical and safety codes, as well as the National Electrical Code (NEC) and the Occupational Safety and Health Act (OSHA) in the United States, including fire rated construction. Ground motor in accordance with NEC Article 250, (grounding).
3. Avoid extension cords. If used, assure it is UL rated and of proper type, gauge, and length. Never operate more than one fan from a single extension cord.
4. Do not kink power cord or allow it to contact oil, grease, hot surfaces, sharp objects, or chemicals. Replace worn or damaged cord immediately.
5. Do NOT use general purpose circulators in flammable, explosive, chemical-laden, or wet or rainy atmospheres. Use special purpose circulators designed for that application. Do not attach ductwork to a circulator.
6. In critical applications, use a suitable alarm (air switch, temperature sensor, etc.) should the circulator malfunction.

Installation

⚠ WARNING

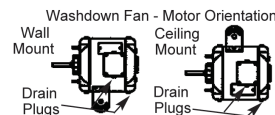
Installation, troubleshooting, and parts repair to be performed only by qualified personnel.

Where power cord is not provided, connect power to the motor in accordance with the United States NEC and all local codes. Motor terminal connection data is provided on the motor nameplate or on the motor terminal box cover plate. Use adequate size wire for all branch and feeder runs.

- a. Dock Door Fan (Model CAC-DF): Refer to Page 6, for correct positioning of parts.
- b. Mobile Air Circulators and High Volume, High Velocity Industrial Fans (Models CAC-M, CAC-WH & CAC-FH): Locate the fan in the desired location on a stable, level surface, or on ceiling for ceiling mounted high volume, high velocity industrial fans. Connect the power cord or wire unit per all National and Local

Electrical Codes as required.

- c. Washdown Air Circulators (CAC-WW): After mounting motor, remove drain plugs.



Operation

1. CAC-P, CAC-W, CAC-PO and CAC-WO are operated by pulling chain: High - Low - Off
2. CAC-M operates by rocker style switch: On - Off
3. CAC-DF operates by two-speed rocker style switch: Low - Off - High
4. CAC-FH, CAC-WH, CAC-WW and CAC-WX requires service switch wired by others.

Maintenance

1. Periodically clean propeller, guard, and motor of any excessive dirt accumulation. Allow unit to cool; motors can be hot enough to cause injury.
2. Follow motor manufacturer's instructions for motor lubrication.

IMPORTANT: When making repairs, use only Loren Cook authorized repair parts.

Wall/Ceiling Bracket

1. For mounting circulator to wall, post, or ceiling. Adjustable pivot bracket allows omni-directional air circulation.
2. Furnished with secondary support cable for use when circulator is mounted overhead. **NOTE:** Not recommended for use with oscillating circulators when ceiling mounted.

Wall/Ceiling Bracket Assembly Instructions

(Refer to Figures 1 and 2)

1. The wall/ceiling bracket should be assembled with the swivel bracket as shown in the appropriate illustration. The bracket has two holes; be sure smaller hole is as specified in the illustration.
2. Locate the wall or ceiling stud nearest the desired fan location. Attach the bracket to the stud using (3) 5/16 x 2" lag screws or appropriately sized bolts and nuts if attaching to I-beams.

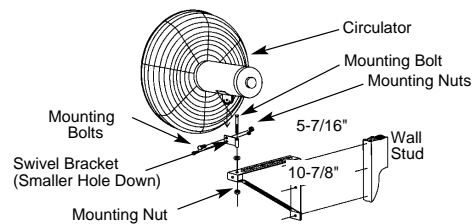


Figure 1 - Wall Mounted Assembly

- NOTE:** Always install the bracket to a minimum of 2 x 4 studding.
3. Position the swivel bracket in the motor yoke (or along side the oscillation circular cast aluminum support bracket) and align the pivot hole with the larger hole in the swivel bracket.
 4. Insert the larger dia. bolt in the pivot hole and install the lock nut finger tight.
 5. Insert the smaller dia. bolt in the slot in the motor yoke

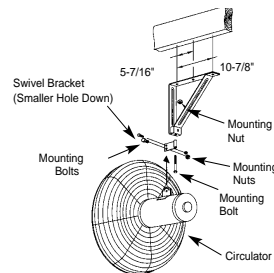


Figure 2 - Ceiling Mounted Assembly

(or support bracket) and smaller hole in the pivot bracket and install lock nut finger tight.

6. While holding the circulator at the desired angle, tighten the smaller diameter bolt.
7. Tighten larger bolt to 200-230 in. lbs. and smaller bolt to 150-160 in. lbs., being careful to maintain the desired position.
8. Plug the power cord into a properly grounded three-prong receptacle.

▲ CAUTION

To avoid personal injury, circulators must be supported any time angle is adjusted.

▲ CAUTION

Use only as a wall mounting for oscillating units. Do not use as a ceiling mount.

Pedestal Mount Assembly Instructions

Circulator head comes pre-assembled, ready for installation.

1. Remove the circulator head, base, and column assembly from the box.
2. Secure the column assembly onto the base using the four bolts provided. Apply 35-45 in-lbs. of torque.
3. Adjust column to desired height and lock in position by tightening socket head screw in collar.

IMPORTANT: Do not over-tighten!

4. Place assembled circulator facedown on a flat surface.
5. Tip pedestal assembly over, placing flattened column end in motor yoke. Align holes and insert larger bolt and finger-tighten lock nut.
6. Insert smaller bolt through motor adjustment slot and column end and finger-tighten lock nut.
7. Stand entire unit upright by lifting at the motor end of the column. Adjust circulator angle to desired position and tighten larger bolt to 200-230 in. lbs. and smaller bolt to 150-160 in. lbs.
8. Place assembled pedestal and fan on a flat, level surface. Do not place the cord under the pedestal base. Locate assembly where cord will not be a tripping hazard.
9. Insert the plug into a properly grounded three-prong receptacle. The unit is now ready for operation.

NOTE: Use only the mounting hardware which is provided.

Optional Heavy Duty Floor Pedestal Mountings (Standard on CAC-PO)

1. Large diameter column adjusts from 3 1/2- 6 ft. circulator heights.
2. 33" round base is heavy gauge steel for stability and ease of moving.

Optional Floor Pedestal Assembly Instructions

1. Insert column firmly into tapered cup.
2. Secure column to base by slightly moving the top of the column by hand while exerting a downward pressure until column is tight in tapered cup.
3. Insert enclosed screw and washer through the pedestal base into the pedestal column and tighten to 150 in. lbs. torque securing the assembly.
4. Adjust column to desired height and lock in position by

tightening socket head screw in collar.

IMPORTANT: Do not over tighten!

5. Place assembled circulator face down on a flat surface.
6. Tip pedestal assembly over, placing flattened column end in motor yoke (or along side cast aluminum support on oscillating circulators). Align holes and insert larger bolt and finger tighten lock nut.
7. Insert smaller bolt through motor adjustment slot and column end and finger tighten lock nut.
8. Stand entire unit upright by lifting at the motor end of the column. Adjust circulator angle to desired position and tighten larger bolt to 200-230 in. lbs. and smaller bolt to 150-160 in. lbs.
9. Place assembled pedestal and fan on a flat, level surface. Do not place the cord under the pedestal base. Locate assembly where cord will not be a tripping hazard.
10. Insert the plug into a properly grounded three-prong receptacle. The unit is now ready for operation.

Optional Open Pedestal Floor Mounting

1. Large diameter column adjusts from 3 1/2- 6 ft. circulator heights.
2. 38" open base is heavy gauge steel for stability and designed for ease of area cleaning.

Optional Open Pedestal Assembly Instructions

1. Insert column firmly into base cup.
2. Secure column to base by inserting the enclosed screw through the base cup hole and tightening to 50-75 in. lbs.
3. Adjust column to desired height and lock in position by tightening socket head screw in collar.

NOTE: Refer to Step 5 of the previous section for assembling the circulator head to the pedestal.

NOTE: Use only the mounting hardware which is recommended for use on Cook Air Circulators.

Optional Suspension Bracket

1. For mounting circulators from ceiling beams or rafters.
2. Furnished with secondary support cable for use when circulator is mounted overhead.

▲ CAUTION

Oscillating circulators must not be used with suspension bracket.

Optional I-Beam Mount

1. For mounting circulator from I-beams and columns. Adjustable bracket allows omni-directional air circulation.
2. Length can be increased by adding a piece of standard 1-1/2" threaded pipe between the I-beam mount flange and the yoke adapter.

NOTE: Use only the mounting hardware which is recommended for use on Cook Air Circulators.

Optional Suspension Bracket

(Refer to Figure 3)

1. The suspension bracket is designed to fit over standard size 2" lumber and should be hung from any horizontal member 2 x 3" or larger.

2. Install a lag screw through the mounting hole to hold the bracket securely to the wooden member.

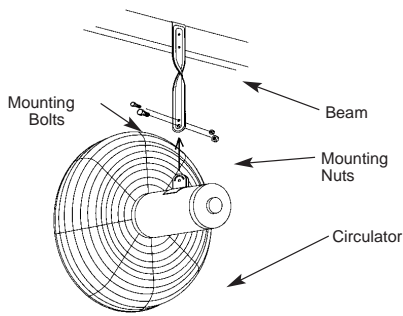


Figure 3 - Suspension Bracket Installation

3. Position suspension bracket in the motor yoke and align bolt holes.
4. Insert the larger dia. bolt in the pivot hole and install the lock nut finger tight.
5. Insert the smaller dia. bolt in the slot in the motor yoke (or support bracket) and smaller hole in the pivot bracket and install lock nut finger tight.
6. While holding the circulator at the desired angle, tighten the smaller dia. bolt.
7. Tighten larger bolt to 200-230 in. lbs. and smaller bolt to 150-160 in. lbs., being careful to maintain desired position.
8. Plug the power cord into a properly grounded three-prong receptacle.

NOTE: No replacement parts available.

Optional I-Beam Mount Assembly Instructions (Refer to Figure 4)

1. (Locate the L-shaped pipe to the desired location on the I-beam flange). Install the 5/16 x 2" U-bolts over the pipe and through the clamping plate holes. The flat part of the clamping plate fits on the I-beam flange and the end with the slight bend goes against the pipe. Finger tighten the nuts on the U-bolt.
2. Slide the clamping plate onto I-beam flange until U-bolts contact flange.
3. Tighten nuts on U-bolt so pipe does not move.
4. Screw on the adapter mount as far as it will go to the L-shaped pipe. Rotate adapter mount back to desired location and tighten set screw in pipe coupling.
5. Install circulator to adapter mount using hardware provided. Tilt fan to desired angle and tighten larger bolt to 200-230 in. lbs. and smaller bolt to 150-160 in. lbs.
6. Install secondary support cable according to instructions.
7. Move fan control rocker switch to OFF position and plug power cord into a properly grounded three-prong receptacle.

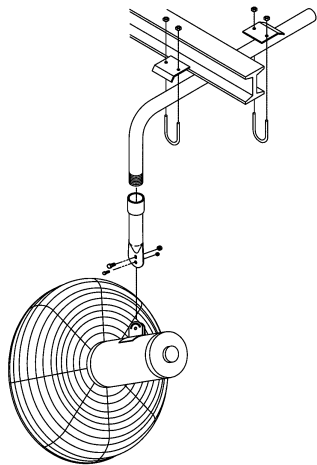


Figure 4 - I-Beam Installation

Secondary Support Cable

(For use with CAC-W, CAC-WW and CAC-WX)

To insure proper installation, carefully read and follow steps 1 thru 6 listed.

⚠ CAUTION

Use of this product does not guarantee protection against injury of persons. Mounting of both the circulator and cable could fall if subject to abuse or neglect or if improperly installed.

Figures 2 and 3 show typical installations using suspension and wall/ceiling type brackets.

1. Loop one end of the cable around the large diameter wires of both the front and rear guard.

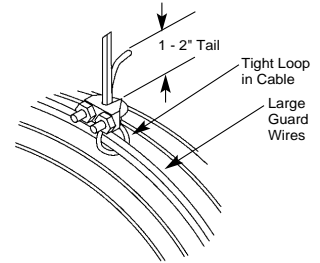


Figure 5 - Cable Clamping

(Refer to Figure 5).

2. Attach a cable clamp with the "U" on the tail side of the loop leaving a tail of approximately 1 to 2". Tighten clamp nuts to 32 in. pounds and torque forming a tight loop. Make sure no part of the cable interferes with the propeller.
3. Attach a second clamp (not shown) 1 to 2" from the first and tighten to 32 in. pounds torque. A tail of 1 to 2" must extend past the second clamp.
4. Wrap the other end of the cable around a secure building joist, beam, truss, or other support near the fan (Refer to Figures 6 and 7). Take up all excess slack in the cable. If the fan is an oscillating model, leave enough slack to allow free movement through range of motion.
5. Attach the two (2) remaining cable clamps as indicated in step 2. The excess tail should be trimmed to extend 1 to 2" past the second clamp.
6. Check the assembly to assure the propeller is free of all obstructions.

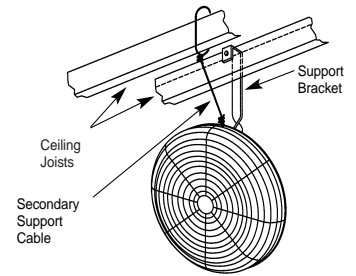


Figure 6 - Suspension Bracket

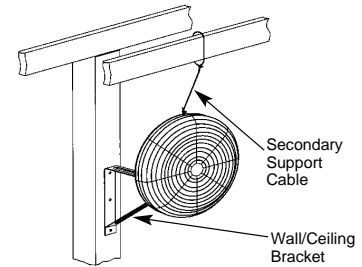


Figure 7 - Wall/Ceiling Bracket

NOTE: No replacement parts available.

Assembly & Installation – (CAC-DF)

IMPORTANT: It is recommended that the wall mount be assembled and installed prior to mounting fan.

1. Assemble the back channel, bottom channel, and arm assembly with four bolts (5/16-18 x 2-1/2" long) and nylon locknuts (Refer to Figure 8).
2. Tighten all bolts.

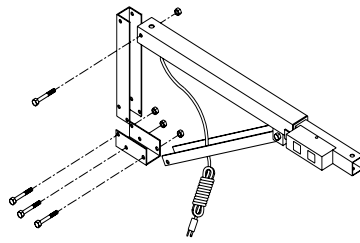


Figure 8 - Mounting Arm Assembly

IMPORTANT: Do not over tighten bolts.

Overtightening will cause the channels to collapse.

Mounting Fan/Arm Assemblies

⚠ CAUTION

Anchoring hardware and building structure must be capable of holding 500 pounds per bolt.

1. Layout a rectangular pattern for four (4) bolt anchors that is 5.0" wide to bolt centers at top and bottom and 10.0" high at both sides of bolt centers.
2. Mount the bracket to the wall as shown in Figure 9.
3. Locate two 1/2 x 11/2" long bolts, two 1/2" nuts, three 1/2" flat washers and one friction washer. These will be used in step 4 to install the arm assembly.

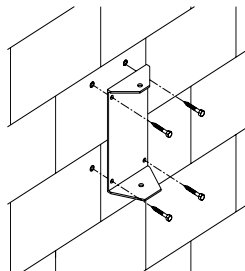


Figure 9 - Mounting Bracket Orientation

4. Insert the arm assembly into the wall bracket as shown in Figure 10.
- NOTE:** Friction washer goes between the wall bracket and lower pivot channel.

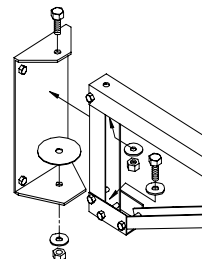


Figure 10 - Arm Installation

5. (Refer to Figure 11) Insert the steel spacer tube in the end of the arm tube as shown. Line up holes in tube with inside of spacer.
6. Insert the 3/8 x 3" long carriage bolt through the hole in the top center portion of the fan yoke.

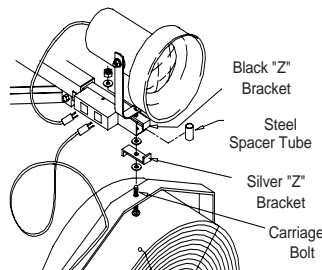


Figure 11 - Fan and Light Attachment

7. Slip one (1) flat washer onto bolt followed by the bent "Z" bracket (silver color).

NOTE: Position the upward extending leg toward the front of the fan as shown in Figure 11. Add another (1) flat washer on top of "Z" bracket.

IMPORTANT: Do not assemble without "Z" brackets. The "Z" brackets are designed to prevent damage to the cords caused by twisting, which may occur if the brackets are not present.

8. Attach the fan to wall mount by inserting the carriage bolt in the hole provided at the end of the square tube. Add black colored "Z" bracket with leg toward the front of the light extending downward. Add light. Slip one (1) flat washer over top, followed by the 3/8-16 nylon locking nut provided.
9. Tighten nut to a snug fit. The pivot should provide sufficient resistance to hold position while in operation, but still allow movement for easy positioning.
10. Plug fan and light in as shown. Route the fan cord in a loop as shown to prevent pinching.

NOTE: The recommended location for the electrical outlet is directly below the wall mount pivot.

Lamp Installation

1. Screw lamp (300 watt max.) into socket until seated firmly.
2. For lamp replacement, press spring loaded, black push button in the back of the shade. This will relieve the spring tension on the socket and allow for easy removal of the lamp.

⚠ CAUTION

Do not use ordinary A-type light bulbs, or any lamp rated higher than 300 watts.

CAC-MH Assembly

1. Tilt fan onto its side.
2. Using 2" bolts and nuts, bolt tube to angle, taking care to align proper holes (See CAC-MH Parts List on Page 8). Tighten bolts finger-tight. (All hardware will be tightened fully in step 5).
3. Bolt gussets (See CAC-MH Parts List on Page 8) to tube/angle assembly, finger-tight.
4. Bolt tube/angle assemblies to sides. Position adjustable stand against fan stand, matching holes in fan stand to slots in adjustable stand. Bolt together with 1" bolts and nuts.
5. Tighten all bolts securely.
6. Assemble casters as shown.
7. Chock wheels. Carefully tilt unit upright.

CAC-WH Assembly Column Installation

1. Locate column for mounting bracket. (**NOTE:** 6" minimum, 10" maximum column width).
2. Mount the Column Mounting Bracket to the column using four 5/8" bolts, grade 5 minimum (not included), through the Back Plate (See CAC-WH Parts List on Page 7). **NOTE:** Bolt length will be determined by the width of the column. Bolts should be approximately 2" longer than column depth.
3. Ensure that the centerline of the bracket and the centerline of the column align with each other and that the bolts are placed against the column's surface before tightening.

- Torque bolt to 85-90 ft-lb.
- Proceed to unit mounting.

Wall Mounting

- Locate a solid support structure within the wall.
- Discard the back plate when wall mounting.
- Use four 5/8" x 2" lag bolts, grade 5 minimum (not included), to secure bracket to the wall.
- Proceed to unit mounting.

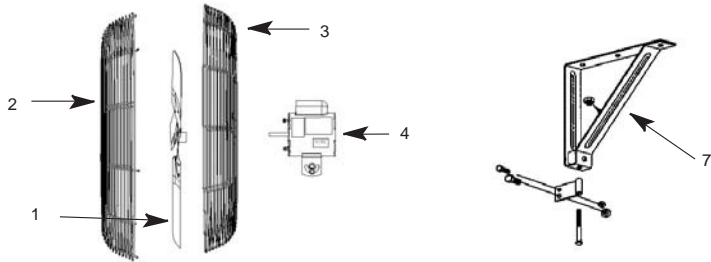
Unit Mounting

- Using 4-1/2" x 1/75" bolts and nuts, attach the high volume, high velocity industrial circulator to the column/wall bracket (See CAC-WH Parts List on Page 7). Tighten the nuts and bolts to 45-50 ft-lb torque.
- Using the safety cable holes located in the Column Mounting Bracket and the Back Plate, install the safety cable (See CAC-WH Parts List). Overlap the cable's ends, and tighten the clamps and nuts to 45 ft-lb torque. The cable should not exceed 1" of slack.

Troubleshooting Chart

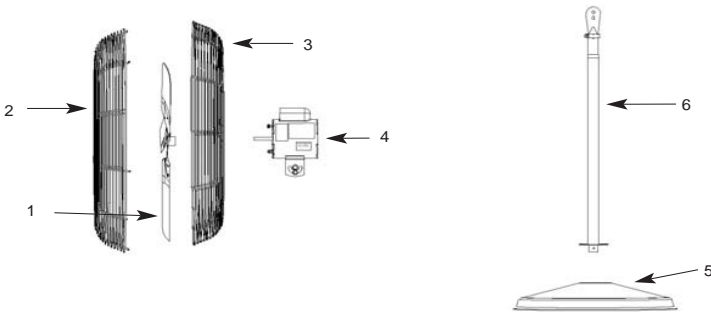
Symptom	Possible Cause(s)	Corrective Action
Fan inoperative	1. Blown fuse or open circuit breaker 2. Defective motor or switch 3. Broken belt	1. Replace or reset 2. Repair or replace 3. Replace
Fan cycles on and off	1. Thermal protector 2. Faulty wiring or control switch	1. Check for obstructions to air flow, voltage, intake air temperature 2. Repair or replace
Unit fails to oscillate (sweep)	1. Connection arm not secured 2. Defective gear assembly	1. Tighten 2. Replace
Excessive noise while operating	1. Defective bearing 2. Loose or damaged propeller 3. Loose, worn, or dirty belt 4. Motor not secure	1. Replace shaft/bearing assembly 2. Tighten or replace 3. Adjust, replace, or clean 4. Tighten motor nuts
Insufficient air flow	1. Belt slippage 2. Guard excessively dirty	1. Replace and/or adjust tension 2. Clean guards

CAC-W / CAC-WO Parts List



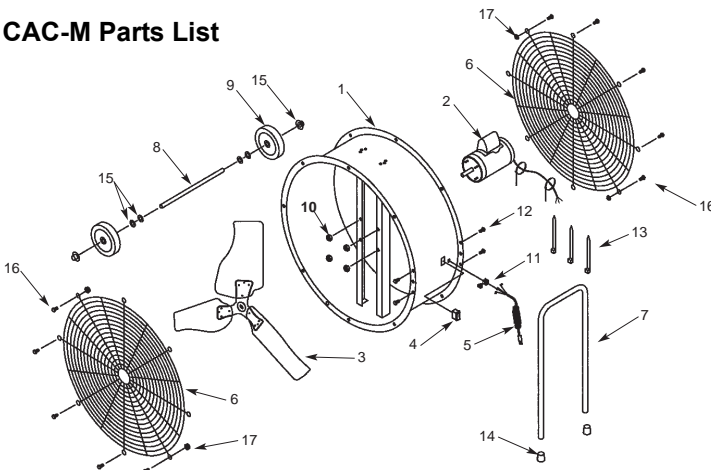
Part No.	Description
1	Propeller
2	Front Guard
3	Rear Guard
4	Motor Assembly (includes cord & switch)
7	Wall/Ceiling Bracket

CAC-P / CAC-PO Parts List



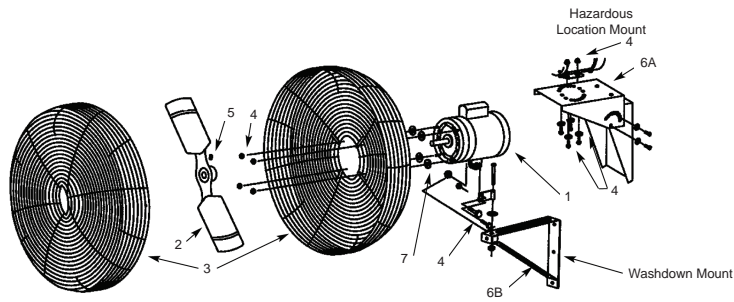
Part No.	Description
1	Propeller
2	Front Guard
3	Rear Guard
4	Motor Assembly (includes cord & switch)
5	Pedestal Base Assembly
6	Column Assembly

CAC-M Parts List



Part No.	Description
1	Housing
2	Motor (w/key)
3	Propeller
4	SPST Switch
5	Cord Assembly
6	Guard
7	Handle
8	1/2" Dia. Axle
9	7" Dia. Wheel
10	#10-32 Lock Nut
11	Strain Relief
12	1/4-20 x 1/2" HWH Screw
13	Wire Tie
14	1" Crutch Tip
15	Parts Pack
16	1/4-20 x 1/2" Screw
17	1/4-20 Nut

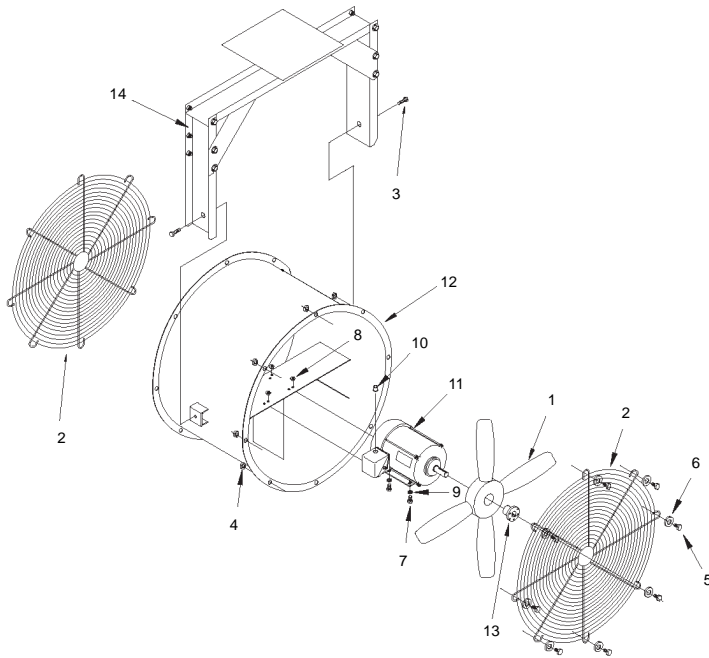
CAC-WW / CAC-WX Parts List



Part No.	Description
1	Motor*
2	Propeller
3	Guard Set: Front Guard & Rear Guard
4	Mounting Hardware Package
5	1/4"-20 x 1" HHC Screw
6A	Wall Bracket
6B	Wall/Ceiling Bracket (Includes support cable)
7	5/16" x .688" x .065" Flat Washer

*Does not include cord and switch.

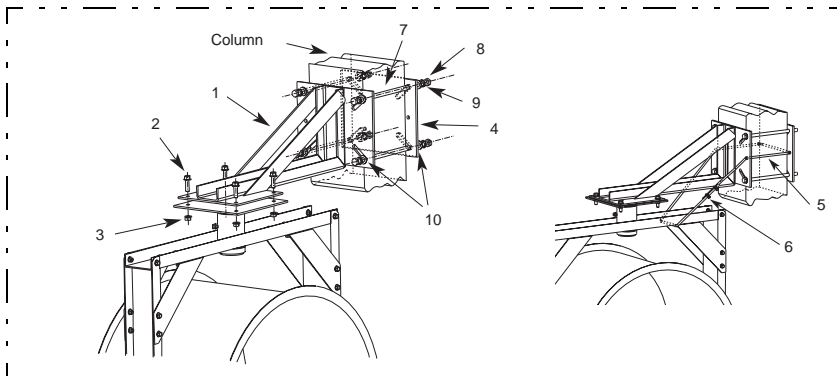
CAC-CH Parts List



Part No.	Description
1	Propeller
2	Guard
3	1/2"-13 x 1.5" Hex Bolt
4	3/8"-24 Nut
5	3/8"-24 x 1" Bolt
6	3/8" x 13/16" Washer
7	5/16"-24 x .75" HHC Bolt
8	5/16"-24 Nut
9	5/16" x .688" Washer
10	.88" Conduit Bushing
11	Motor*
12	Housing Assembly
13	Split Taper Bushing
14	Bracket Assembly

*Replacement motor does not include cord.

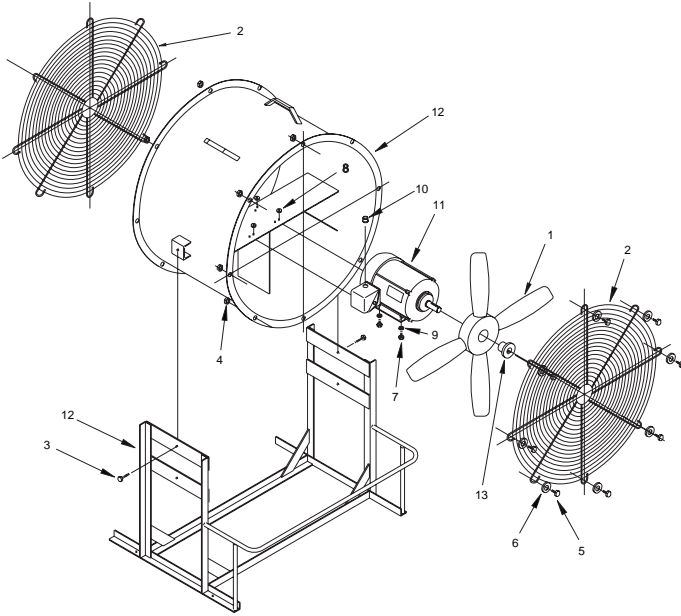
CAC-WH Parts List



Part No.	Description
1	Column Mounting Bracket
2	1/2" x 1.75" Flanged Bolt
3	1/2" Nut
4	Back Plate
5	Safety Cable
6	Cable Clamp with Nuts
7	5/8" Bolt (Grade 5 min.)
8	5/8" Nut
9	5/8" Washer (1.25" OD min. x 0.12" thickness min.)
10	5/8" Split Lock Washer

(CAC-CH with wall mount assembly)

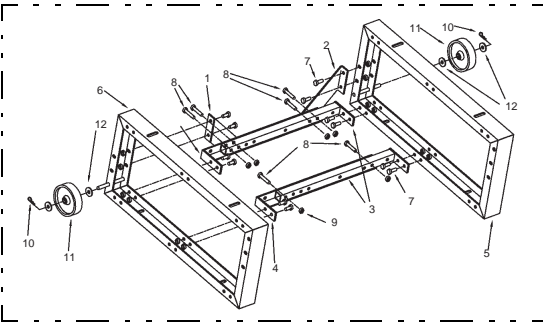
CAC-FH Parts List



Part No.	Description
1	Propeller
2	Guard
3	1/2"-13 x 1.5" Hex Bolt
4	3/8"-24 Nut
5	3/8"-24 x 1" Bolt
6	3/8" x 13/16" Washer
7	5/16"-24 x .75" HHC Bolt
8	5/16"-24 Nut
9	5/16" x .688" Washer
10	.88" Conduit Bushing
11	Motor*
12	Housing Assembly / Stand Assembly
13	Split Taper Bushing

*Replacement motor does not include cord.

CAC-MH Parts List



(CAC-FH with stand assembly)

Part No.	Description
1	Left Gusset
2	Right Gusset
3	Tubing Assembly
4	Angle Assembly
5	Right Side Channel Assembly
6	Left Side Channel Assembly
7	3/8 - 16 x 1.00" Bolt
8	3/8 - 16 x 2.00" Flanged Bolt
9	3/8 - 16 Flanged Nut
10	Cotter Pin
11	5" Dia. Wheel
12	1/2 x 1.4 x .11 Zinc Washer

Limited Warranty

Loren Cook Company warrants that your Loren Cook fan was manufactured free of defects in materials and workmanship, to the extent stated herein. For a period of one (1) year after date of shipment, we will replace any parts found to be defective without charge, except for shipping costs which will be paid by you. This warranty is granted only to the original purchaser placing the fan in service. This warranty is void if the fan or any part thereof has been altered or modified from its original design or has been abused, misused, damaged or is in worn condition or if the fan has been used other than for the uses described in the company manual. This warranty does not cover defects resulting from normal wear and tear. To make a warranty claim, notify Loren Cook Company, General Offices, 2015 East Dale Street, Springfield, Missouri 65803-4637, explaining in writing, in detail, your complaint and referring to the specific model and serial numbers of your fan. Upon receipt by Loren Cook Company of your written complaint, you will be notified, within thirty (30) days of our receipt of your complaint, in writing, as to the manner in which your claim will be handled. If you are entitled to warranty relief, a warranty adjustment will be completed within sixty (60) business days of the receipt of your written complaint by Loren Cook Company. This warranty gives only the original purchaser placing the fan in service specifically the right. You may have other legal rights which vary from state to state.

LOREN COOK COMPANY

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