

PERFORMING ANNUAL OIL FILTER MAINTENANCE



CONVENTIONAL FILTER



INSTALLATION OR MAINTENANCE OF THIS FUEL OIL FILTER MUST BE PERFORMED BY A QUALIFIED SERVICE TECHNICIAN FAMILIAR WITH OIL HEATING SYSTEMS.

STOP! AT THE START OF EACH HEATING SEASON, CAREFULLY CLEAN AND INSPECT THE OIL FILTER BOWL AND HEAD BEFORE REPLACING THE CARTRIDGE. FAILURE TO PERFORM A THOROUGH INSPECTION COULD RESULT IN A LEAKING OIL FILTER, HARM TO THE ENVIRONMENT, AND HIGH CLEANUP COSTS. THE BOWL MUST PASS INSPECTION PRIOR TO REPLACING THE CARTRIDGE.

IRRESPECTIVE OF THE CONDITION OF THE BOWL AND/OR HEAD, THE CARTRIDGE MUST BE REPLACED AT THE START OF EACH HEATING SEASON.

1. TURN OFF ELECTRICITY TO BURNER & CLOSE FUEL LINE VALVE.
2. LOOSEN CENTER BOLT, REMOVE BOWL, DISCARD FILTER & GASKETS.
3. CAREFULLY CLEAN THE FILTER BOWL & HEAD; INSPECT FOR:
 - A. SCRATCHES, FLAKING, PITTING OR BUBBLING
 - B. MISSING COATING OR EXPOSED METAL
 - C. VISIBLE RED OR WHITE RUST; OR CORROSION
 - D. LEAKS OR POTENTIAL LEAKS
 - E. SURFACE FLAWS OR CORROSION ON CENTER BOLT, VENT SCREW, HEX COUPLER, & SEALING CUP)
 - F. EVIDENCE OF LOWER BOLT OR NUT DAMAGE OR TAMPERING
 - G. A NON EPOXY-COATED FILTER BOWL
4. IF ANY ONE OF THE DEFECTS LISTED IN PARTS 3A-G IS FOUND, OR ANY OTHER DEFECT IS IDENTIFIED, THE UNIT MUST BE REPLACED.
5. INSTALL THE NEW CARTRIDGE FIRST, AND THEN GASKETS FOR THE BOWL, CENTER BOLT AND VENT SCREW.
6. REASSEMBLE BOWL TO FILTER HEAD AND TIGHTEN CENTER BOLT TO:
 - 100 - 140 IN-LBS OF TORQUE / 8 - 12 FT-LBS OF TORQUE
7. BLEED THE SYSTEM:
 - OPEN FUEL LINE VALVE.
 - LOOSEN VENT SCREW UNTIL OIL SHOWS AT THE VENT PORT.
 - TIGHTEN VENT SCREW AND CHECK ALL CONNECTIONS FOR LEAKS.
8. TURN ON ELECTRICITY TO BURNER, RUN BURNER, AND CHECK FOR LEAKS. ENSURE NO LEAKS ARE PRESENT BEFORE LEAVING.

THE TECHNICIAN MUST ENSURE THERE ARE NO LEAKS FROM ANY PART OF THE FILTER ASSEMBLY PRIOR TO COMPLETING THE INSTALLATION. IT IS THE SOLE RESPONSIBILITY OF THE TECHNICIAN TO ENSURE THAT ANY NEW PARTS HAVE BEEN PROPERLY INSTALLED, AND THAT THERE IS NO LEAKAGE.