

# Maintenance instructions

## DucoBox Energy Premium

In order to ensure that the ventilation system will operate correctly, the unit must be inspected and maintained at periodic intervals at a number of points. A well-maintained unit has a positive impact on efficiency, runs quieter and boasts a longer service life. Please contact your installer in the event of any irregularities.



Always pull the plug out of the power socket or isolate the unit from the power supply before carrying out maintenance or repairs.

### 1.A A. Overview

#### By the user

Item	What	Period	Action
Filters	Check for contamination	3 months	Clean filters
	Replace filters	6 months	Replace filters
Vents / grilles	Check for contamination	6 months	Clean the vents
Unit	Check for abnormal noises	1 year	Inform the installer

#### By the installer

Item	What	Period	Action
Unit	Check for abnormal noises	1 year	Check the fan and valve(s).
Condensate drain	Check for correctly operating condensate drain + clean	1 year	Clean condensate drain
Filters	Replace filters	1 year	Replace filters if necessary
Vents / grilles	Check for contamination	1 year	Clean vents if necessary
Fans	Check + clean fans	4 years	Clean fans
Heat exchanger	Check + clean heat exchanger	2 years	Clean heat exchanger
Bypass valve	Check bypass operation	4 years	Control + clean bypass valve
Frost protection	Check + clean	4 years	Clean frost-protection module
Housing	Check	4 years	Check + deal with damage or corrosion phenomena
Ducts	Clean supply ducts	5-6 years	Clean ducting network
	Clean exhaust ducts	8 years	Clean ducting network

### 1.B User

#### Filters

See **Duco ventilation systems user manual** at [www.duco.eu](http://www.duco.eu).

#### Vents

See **Duco ventilation systems maintenance instructions** and **DucoVent Design maintenance instructions**.

#### Unit

It is advisable in the event of any fault or abnormal operation to refer to your installer and not carry out repairs yourself.

## 1.C C. Installer

### Unit

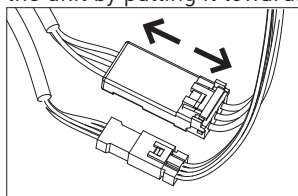
1. Check the outside for damage.  
The DucoBox Energy Premium needs to be switched on for this check. **Keep clear of moving parts and beware of electric cables.**
2. Switch the unit to the 3 settings and check whether the DucoBox Energy Premium speeds up and slows down correctly in order to test the rpm setting.

### Heat exchanger

1. Switch the unit off.
2. Remove the screws and take the front plate off the unit.
3. **Mark the position of the heat exchanger** to enable you to fit it back in the same position.
4. Pull the heat exchanger out of the unit using the strip provided. **Do not cut through the strip**, it is there to pull the heat exchanger out of the unit.
5. Check the heat exchanger for contamination.
6. To remove dust or dirt, we immerse the heat exchanger in warm water a few times, we can rinse it off with warm water (40 °C max.).
7. Shake the heat exchanger dry.
8. Fit the heat exchanger back into the unit once it is dry enough.
9. Fit the front plate back onto the unit. Tighten the screws sufficiently to ensure that the unit is sealed airtight.

### Fans

1. Switch the unit off.
2. Remove the screws and take the front plate off the unit.
3. Disconnect the two plugs on the fan and slide the fan out of the unit by pulling it towards you.



4. Check the housing and fan blades for contamination and damage.
5. Use a soft brush to clean the housing and fan blades.
6. Use a vacuum cleaner to remove all the dust.
7. Reconnect the two plugs on the fan.
8. Fit the front plate back onto the unit. Tighten the screws sufficiently to ensure that the unit is sealed airtight.

### Modulating bypass

1. Switch the unit off.
2. Remove the screws and take the front plate off the unit.
3. **Mark the position of the heat exchanger** to enable you to fit it back in the same position.
4. Pull the heat exchanger out of the unit using the strip provided. **Do not cut through the strip**, it is there to pull the heat exchanger out of the unit. This is necessary in order to gain

proper access to the bypass.

5. Check the bypass for contamination or damage and clean it if necessary.
6. Fit the heat exchanger back into the unit.
7. Fit the front plate back onto the unit. Tighten the screws sufficiently to ensure that the unit is sealed airtight.

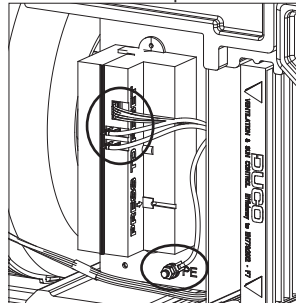
### Pre-heater

1. Switch the unit off.
2. **Check to ensure the unit is isolated from the power supply.**



**ELECTROCUTION HAZARD! Do not proceed any further if the unit is still live!**

3. Remove the screws and take the front plate off the unit.
4. Disconnect the pre-heater from the power supply.



5. Slide the pre-heat module out of the unit.
6. Check the module for contamination or damage.
7. Clean the module using a soft brush. **Do not use water!**
8. Slide the module back into the unit and switch the power supply back on.
9. Fit the front plate back onto the unit. Tighten the screws sufficiently to ensure that the unit is sealed airtight.

### Ducts

1. Remove the vents.
2. Check the air ducts visually for contamination. Dust and/or grease can adhere to the first section of the duct.
3. Clean the ducts with a damp cloth and use a bio-degreaser or soapy water as appropriate. **Do not use solvents!**
4. With normal use, the supply air piping network needs to be cleaned every 8 years and the exhaust air piping network every 5 to 6 years.

### Condensate drain

1. Switch the unit off.
2. Remove the screws and take the front plate off the unit.
3. Check whether there is any water left in the condensate drain and pour some water into the trap to check its operation. By doing so you will also ensure that a (standard) trap is filled to the optimum level in order to obtain an airtight system (water in a trap can evaporate at higher temperatures).
4. Check the drainage path downstream for blockages if the water does not drain off properly.
5. Fit the front plate back onto the unit. Tighten the screws sufficiently to ensure that the unit is sealed airtight.