



Ceiling Fan Maintenance Checklist

Use the following checklist to ensure your ceiling fan is maintained properly and stays in top condition for all your heating and cooling needs.

1. Safety First

- Switch off the fan.
- Use a sturdy ladder or step stool and ensure your footing is secure.

2. Seasonal Direction Check

- **Cooler Months:** Fan set to rotate clockwise at a low speed.
- **Warmer Months:** Fan set to rotate counter-clockwise for a cooling breeze.
- Locate the direction switch on the fan's motor housing or remote control.

3. Dusting & Cleaning

- Gently wipe blades with a soft cloth or use a vacuum attachment.
- Remove any build-up from the motor housing, pull chains, and light fixtures.

4. Inspect Blade Balance

- Check each blade for warping or cracks.

5. Mounting & Bracket Check

- Confirm the fan is firmly attached to the ceiling.
- Look for loose screws or worn-out rubber dampers that might affect stability.

6. Listen for Unusual Sounds

- Squeaking, grinding, or rattling can indicate motor or alignment issues.
- Switch off the fan and investigate further, or call a licensed electrician if the noise persists.

7. Light Fixtures & Bulbs

- As lamp holders are becoming less common they are being replaced with built in LED 3 colour dimmable lights so there may be no globes to change.

8. Final Test

- Restore power by turning your isolation switch back on and check operation on each speed setting.
- Verify there's no wobbling, excessive noise, or flickering lights.

9. Schedule a Professional Inspection (if needed)

- If you notice persistent wobbling, electrical flickers, or suspect wiring issues, call in a licensed electrician.
- **BCS Electrical** can safely inspect, service, and repair ceiling fans to ensure optimal performance.

For expert advice on new fan installations, or if you need a professional maintenance check:

Phone: 8554 3094

Showroom: 6 Lincoln Park Drive, Victor Harbor (open weekdays, 9am–4pm)

Website: bcselectrical.com.au

We're here to help you enjoy safe, efficient ceiling fans—no matter the season!