

# HEPA DRY VAC KIT OWNER'S MANUAL

Extremely high air-flow speeds your cleaning, increasing productivity, reducing costs and effort. Great for use in schools, office buildings, hospitals and high traffic areas. Highly effective in reducing the amount of fine dust and particulates released into the air.



**Dear Customer:**

Congratulations on the purchase of your new Square Scrub® HEPA Dry Vac Kit.

Before using your new machine, please read this manual thoroughly.

This machine will afford you many years of trouble-free operating satisfaction, provided it is given proper care and maintenance.

Should you have any questions regarding replacement parts, ordering parts or warranty issues, please contact your distributor or service center.

Thank you!

## **SAFETY, OPERATIONS AND MAINTENANCE**

**Save These Instructions. Read and follow all warnings and cautions before using this vacuum. This unit is intended for commercial use.**

This vacuum will afford you many years of trouble-free operating satisfaction, provided it is given proper care. All parts have passed rigid quality control standards prior to their assembly to produce the final product. Prior to packaging, your vacuum was again inspected for assurance of flawless assembly.

This vacuum is protectively packed to prevent damage in shipment. We recommend that upon delivery, you unpack the unit and inspect it for any possible damage. Only a visual examination will reveal damage that may have occurred. If damage is discovered, immediately notify the distributor.

### **IMPORTANT SAFETY INSTRUCTIONS**

**WARNING: Electric shock may occur if used on wet surfaces. This vacuum is for dry use only. DO NOT expose to rain. Store indoors.**

To reduce the risk of fire, electric shock or injury,

1. Unplug from the outlet before servicing.
2. **DO NOT** use on wet surfaces.
3. Use Caution around children or pets.
4. Use only Square Scrub® recommended attachments and accessories.
5. **DO NOT** use this vacuum with damaged cord or plug. If the vacuum is not working as described, contact an authorized service center or the distributor for service.
6. **DO NOT** pull or carry by the cord or use cord as a handle. Keep cord away from heated surfaces.
7. **DO NOT** unplug the vacuum by pulling on the cord. To unplug, grasp the plug, not the cord.
8. **DO NOT** handle the plug with wet hands.
9. Reduced air flow increases motor heat. Change bag when air flow is reduced or bag is full.
10. Keep hair, loose clothing, fingers and all parts of the body away from moving parts.
11. **DO NOT** pick up anything that is burning or smoking, such as cigarettes, matches, or hot ashes.
12. **DO NOT** use without cloth filter bags, paper filter bag and all other filters in place.
13. **DO NOT** use the vacuum to pick up flammable or combustible liquids.
14. **DO NOT** use where oxygen or anesthetics are used.

## Grounding Instructions

**IMPORTANT: Improper grounding method can result in a risk of electrical shock.**

The machine must be grounded.

If it should malfunction, the grounding provides a path of least resistance for electrical shock. This machine contains a cord with an equipment-grounding conductor and grounding plug. This plug must be plugged into an appropriate outlet which is properly installed in accordance with all local code and ordinances.

Check with a qualified electrician or service person if you are in doubt as to whether the outlet is properly grounded. Do not modify the plug provided with the machine. If it will not fit the outlet, have a proper outlet installed by a qualified electrician. If a repair or replacement of the cord or plug is necessary, do not connect the grounded wire to a flat bed terminal. The grounding wire is the wire with the insulation and an outer green surface, with or without yellow stripes.

- \* This machine is for use on a 120-volt circuit, and has a grounding plug with a grounding pin which looks like the plug illustrated in Figure 1 below. A temporary adapter (shown in Figure 2 below) can be used to connect the plug to a 2-hole receptacle (Figure 2) if a properly grounded outlet is not available.
- \* A temporary adapter should only be used until a properly grounded outlet (Figure 1) can be installed by a qualified electrician. The green colored rigid ear, tab or the like extending from the adapter must be connected to a permanent grounding such as a properly grounded outlet box cover. Whenever an adapter is used, it must be held in place by a metal screw. Grounding adapters are not permitted/approved for use in Canada.
- \* Replace the grounding plug if the grounding pin is damaged or broken.
- \* Do not use extension cords.

### NOTE:

**In Canada**, the use of a temporary adapter is not permitted by the Canadian Electrical Code.



Figure 1

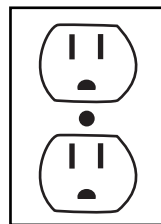
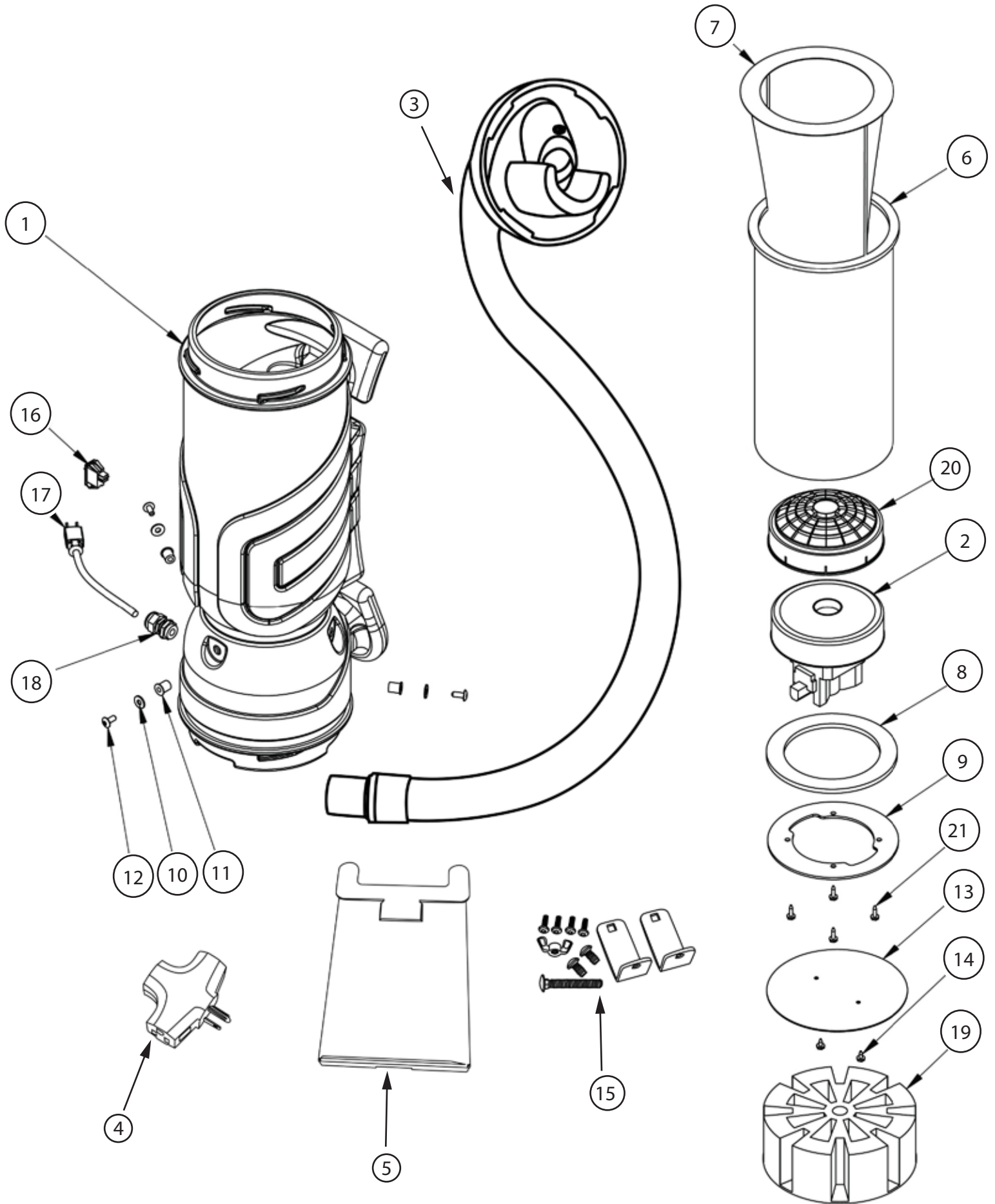


Figure 2

# HEPA Dry Vac Kit Vacuum Schematic



## HEPA Dry Vac Kit Schematic Parts Breakdown

Drawing #	Description	Qty. Used
1	Vacuum Housing (Body)	1
2	Vacuum Motor	1
3	Lid, Vacuum Hose and Hose Cuff Swivel	1
4	3 Way Power Adapter	1
5	Faceplate Adapter	1
6	Cloth Bag w/Gasket	1
7	Paper Filter Bag	1
8	Gasket (Motor to Housing)	1
9	Mounting Ring for Motor	1
10	Well Nut Washer	3
11	Well Nut	3
12	Screw for Well Nut	3
13	Motor Finger Guard	1
14	#10 x 5/8" Hex Tapping Screw	2
15	Handle Mounting Kit	1
16	On/Off Rocker Switch	1
17	Pigtail Cord w/Connectors	1
18	Strain Relief	1
18b	Nut for Strain Relief (Not Pictured)	1
19	Dual Cell Exhaust Filter	1
20	HEPA Dome Motor Filter	1
21	Screw - Motor to Mounting Plate	4

# HEPA Dry Vack Kit Trouble Shooting Guide

**CAUTION:** Always disconnect power cord before servicing.

**WARNING:** Repairs should only be performed by an authorized service center.

## **PROBLEM: Loss of suction.**

### **CAUSE:**

1. Cap is damaged.
2. Faulty vacuum motor.
3. Full paper filter bag.
4. Clogged hose or wand.
5. Loose or broken fan.

### **SOLUTION:**

1. Inspect and replace if needed.
2. Call manufacturer or service center.
3. Replace paper filter bag.
4. Remove obstruction.
5. Contact manufacturer or service center

## **PROBLEM: Motor is not running.**

### **CAUSE:**

1. Faulty ON/OFF switch.
2. Power cord defective
3. Loose connection or wiring.
4. Motor defective.
5. Blown fuse or tripped circuit breaker.

### **SOLUTION:**

1. Contact manufacturer or service center.
2. Contact manufacturer or service center.
3. Contact manufacturer or service center.
4. Contact manufacturer or service center.
5. Replace fuse or reset circuit breaker.

## **PROBLEM: Dust blowing from vacuum when running.**

### **CAUSE:**

1. Full paper filter bag.
2. Paper filter bag not installed properly.
3. Cloth filter bag dirty.
4. Cloth or paper filter bag is torn.

### **SOLUTION:**

1. Replace filter bag.
2. Reinstall or replace.
3. Clean cloth filter bag
4. Replace

**WARRANTY:** Lifetime on Body, 7-years on motor and electrical.

## **Return Material Authorization (RMA) Procedure**

It is the responsibility of an Authorized Service Center or Distributor with written authorization to ensure the equipment is repaired as soon as possible. Only Square Scrub®, authorized dealers or service centers (with written authorization) may make repairs or replace parts on this machine. All others do so at their own risk and expense, and will void the Square Scrub® warranty. The authorized distributor or service center must contact Square Scrub® at 800-557-6822 and follow standard RMA procedures. Prior to working on the machine or changing out any parts, Square Scrub® must be contacted and provide written authorization to approve labor, replacements parts, etc.

If the machine falls within the given warranty period, Distributor/Service Center will fill out an RMA/Warranty claim form. This form will serve as the repair order to replace defective parts and labor time approval.

DO NOT send parts/machines back to Square Scrub® without an RMA sheet and approval.

All defective parts must be returned to Square Scrub® (unless advised otherwise by Square Scrub®) with a copy of the RMA form for evaluation at the customer's expense. All warranty claims are subject to review by Square Scrub® to determine if warranty will be approved. No labor or parts will be covered if not previously approved by Square Scrub®. Any credit for parts/labor will only be issued upon evaluation and approval from Square Scrub®.

When warranty is approved, the Distributors/Service Centers account will be credited for the replacement part/labor. Square Scrub® will ship the warrantied replacement part(s) to the distributor. If warranty is denied, the Distributor's account will not be credited for any parts sent on the claim.