# Maintenance & storage

*Daily maintenance*
Daily maintenance is really more an oprational consideration than actual maintenance. On a daily basis, the pump should be turned off approximately 15 minutes before the fan is turned off.

*Weekly maintenance*
Once a week it is recommended to shut down the machine to drain the sump tank. Closing the Spray Bar Adjustment Valve and opening the Drain Valve accomplish this. A hose can be attached to the Drain Valve to direct the drained water to a remote disposal area. Once the Drain Valve is open, starting the pump will drain the unit. In a dusty environment the dirt and any remaining water may be vacuumed out ousing a wet/dry shop vacuum and wiped clean with a cloth.

*Storage*
Storage of the PORT-A-COOL® unit is very simple.
•Drain all the water from the sump tank and clean as above, ensuring that the pads and sump are completely dry.
•Roll up the electrical power cord and secure it to ensure that it will not be rolled over, tripped over or caught in equipment
•over the PORT-A-COOL® unit completely to prevent dust build-up and store in a dry area.

Refer to Port-A-Cool® Owner´s Manual for specific maintenance instructions and troubleshooting guide.

port•a•cool®
portable evaporative cooling units

**Do you have questions or need to place a parts order?**
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