



Daily Maintenance Checklist for Series 4 Industrial Paper Shredder

Date: ____ / ____ / ____

Model Number: _____

Serial Number: _____

Personnel: _____

WARNING

BEFORE PERFORMING ANY MAINTENANCE OR CLEANING

LOCK OUT—TAG OUT ELECTRICAL POWER

Daily Cleaning

- Clean out cutterhead with compressed air (move cutters side to side while cleaning).
- Remove and empty pull out catch pan (located on top of output conveyor, infeed side).
- Clean out underneath output conveyor (use compressed air to blow toward the baler).
- Blow off entire machine.

Daily Lubrication

- Grease numbers 6, 9, 16, and 19 on lube block (requires 20 pumps each while shredder is running).
- Grease numbers 1 and 11 on lube block (requires 10 pumps each).
- Grease wear pads at least twice daily while running (only applicable on models with greaseable wear plates).
- Lubricate cutterhead with clean 10-30W motor oil. Cutters should be moved back and forth to allow oil to reach cutter shafts. Pint per oiling required (oil should be poured on the top row of cutters and be allowed to drain down to lower cutters).

Note: The purpose of the oil is to lubricate the main shafts where the cutters float back and forth. It is very important that this is done after cleaning and while cutters are warm. This should be done at the end of the day to allow oil to soak in overnight.



Weekly Maintenance Checklist for Series 4 Industrial Paper Shredder

Date: ____ / ____ / ____

Model Number: _____

Serial Number: _____

Personnel: _____

Hour Meter Reading: _____

WARNING

BEFORE PERFORMING ANY MAINTENANCE OR CLEANING

LOCK OUT—TAG OUT ELECTRICAL POWER

Weekly Cleaning

- Remove lift off doors on reducer side. Remove any paper buildup around the output drive pillow block bearing and the general area.
- Blow off motor with compressed air.
- Open electrical panel and vacuum out any dust (do not use compressed air because there is usually moisture in compressed air lines).

Weekly Lubrication Checks

- Spur gear reservoir (oil level should be visible in site gauge). Add 85-140W gear oil if needed.

Note: Models that do not have an oil bath reservoir need to be lubed manually with open gear lube.

- Reducer oil should be at least half full (oil level should be visible in site gauge). Add R/O Oil—ISO Grade #150-SAE #40: Shell #Morlina-150; Pennzoil #Penzbell #RO-150.

Note: This site gauge can be added to any Dodge reducer on Series 4 models.

- Check grease lines for broken and split lines.
- Check main bearing for grease. Check both sides of machine. Use EP2 Grease-Penz-Lube Polyeurea EP-2 if needed. You should see grease oozing from bearings. If you do not see grease or grease is dry and chunky, not enough grease is getting to main bearings.

Note: You cannot over-grease the main bearings.



Monthly Maintenance Checklist for Series 4 Industrial Paper Shredder

Date: ____ / ____ / ____

Model Number: _____

Serial Number: _____

Personnel: _____

Hour Meter Reading: _____

WARNING

BEFORE PERFORMING ANY MAINTENANCE OR CLEANING

LOCK OUT—TAG OUT ELECTRICAL POWER

Monthly Cleaning

- Remove lift off doors on reducer side. Remove any paper buildup around the output drive pillow block bearing and the general area.
- Blow off motor with compressed air.
- Open electrical panel and vacuum out any dust (do not use compressed air because there is usually moisture in compressed air lines).

Monthly Lubrication

- Lubricate all chains. Use a cable and chain aerosol lubricant (be careful not to spray lubricant on torque limiters).
- Grease all remaining fittings with only two pumps (while shredder is running).

Monthly Inspection Checks

- Drive belt from motor to reducer.
Check belt for cracks.
Check for belt separation on multi-band belts.
Does the belt squeal during a jam? A squealing belt may be an indication that the belt needs to be tightened.
- Inspect the input and output conveyor belts.
Check belt surface for gouging, rips, and tears.
Check belt lacings for damaged or missing clips.
Check tracking of belts and adjust if needed.
- Check oil in spur gear reservoir (use a flashlight to look directly into reservoir). If oil appears milky or thick, remove and clean the reservoir before filling with new oil.

Monthly Inspection Checks, continued

- Inspect sprockets and chains.
Check sprocket alignment.
Check set screws of each sprocket.
Inspect chains and tighten if needed.
- Check for any loose or missing fasteners.
Use only grade 5 or higher to replace any missing fasteners.
- If your shredder has greaseable wear pads, they should be removed. Check for wear and clean out the grease hole.

Note: This is an excellent time to clean the cutterhead. This will allow greater movement of cutters from side to side and open larger gaps to remove debris from between cutters and combers.

- Inspect cutterhead.
Look for chipped, discolored, or broken cutter teeth.
Check that all cutters move freely from side to side.
Inspect combers for excessive wear or damage.
Ensure that shredder “coasts” to a stop and does not stop abruptly. Abrupt stops may be an indication of a tight or dirty cutterhead, which should be addressed immediately.



Yearly Maintenance Checklist for Series 4 Industrial Paper Shredder

Date: ____ / ____ / ____

Model Number: _____

Serial Number: _____

Personnel: _____

Hour Meter Reading: _____

WARNING

BEFORE PERFORMING ANY MAINTENANCE OR CLEANING

LOCK OUT—TAG OUT ELECTRICAL POWER

Yearly Cleaning

- Remove lift off doors on reducer side. Remove any paper buildup around the output drive pillow block bearing and the general area.
- Blow off motor with compressed air.
- Open electrical panel and vacuum out any dust (do not use compressed air because there is usually moisture in compressed air lines).

Yearly Lubrication Checks

- Check grease lines for broken and split lines.
- Check main bearing for grease. Check both sides of machine. Use EP2 Grease-Penz-Lube Polyurea EP-2 if needed. You should see grease oozing from bearings. If you do not see grease or grease is dry and chunky, not enough grease is getting to main bearings.

Note: You cannot over-grease the main bearings.

Yearly Lubrication

- Lubricate all chains. Use a cable and chain aerosol lubricant (be careful not to spray lubricant on torque limiters).
- Grease all remaining fittings with only two pumps (while shredder is running).
- Grease main motor.
- Drain oil from spur gear reservoir and remove.
Inspect spur gears for wear.
Clean out reservoir and reinstall.
Fill with new oil to proper level.

Yearly Lubrication, continued

- Change oil in reducer (should be done while oil is warm).
Reducer holds approximately 14 quarts of oil. Use R/O Oil—ISO Grade #150-SAE #40: Shell #Morlina-150; Pennzoil #Penzbell #RO-150.

Note: Drain hose with a ball valve is standard on later models and can be retrofitted to older models.

Yearly Inspection Checks

- Inspect sprockets for wear.
Check sprocket alignment.
Check set screws of each sprocket.
- Check for any loose or missing fasteners.
Use only grade 5 or higher to replace any missing fasteners.
- Inspect all bearings.
Check for broken or cracked bearing housings.
Check for loose or missing fasteners.
- Inspect all conveyor pulleys.
Check for worn or bent shafts.
Check for loose or missing set screws on bearings.
Listen for noisy pulley bearings.
Listen for grinding or rubbing sounds coming from pulley area.
- Inspect tension on all fasteners with a wrench.
- Inspect reducer for leaks.
Check the input and output shaft seals.
Check the housing for cracks or weeping of oil.
Check the bolts that hold housing together.
Check motor mount bolts and torque arm bolt.



Lubrication Information for Series 4 Industrial Paper Shredder

REDUCER - 18 Quarts Required

BRAND	SHELL	MOBIL	PENNZOIL	CHEVRON	EXXON	AMSOIL
NUMBER	OMALA 220	SHC 220	SUPER MAXOLS 220	TEGRA GEAR 220	SPARTAN EP220	SGM

SPUR GEAR - 1 Gallon Required

BRAND	SHELL	PENNZOIL	MYSTIC	SERVICE PRO	
NUMBER	SPIRAX	LONG LIFE 85-140	JT-7	85-140 GEAR LUBE	

ROLLER CHAIN

BRAND	LPS	LOCTITE	SWEPCO		
NUMBER	02416 11 oz. can	81251 12 oz. can	803 12 oz. can		

CUTTERHEAD

(any #10W clean oil will work)

BRAND	SHELL	PENNZOIL	EXXON	QUAKER STATE	
NUMBER	10W MOTOR OIL	10W MOTOR OIL	10W MOTOR OIL	10W MOTOR OIL	