



Daily Maintenance Checklist for Series 2 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).
- Blow off entire machine.

Daily Lubrication

- 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 2 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 guard on reducer side and remove any paper buildup in the reducer area.
- Blow off motor with compressed air.
- Remove lift off doors on chain side and remove any paper buildup around the general area.
- Remove paper buildup around pulleys and belts.

Weekly Lubrication

- Lubricate spur gears with all purpose grease.
- Lubricate cutterhead.



Monthly Maintenance Checklist for Series 2 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 shredder guards above reducer and spur gears and guard covering chains. Remove all debris from these areas.

Monthly Lubrication

- Lubricate all chains. Use a cable and chain aerosol lubricant (be careful not to spray lubricant on torque limiters).
- Lubricate spur gears.
Spray spur gears with aerosol open gear lube. Apply generously to evenly coat both upper and lower gears.

Monthly Inspection Checks

- Inspect 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 conveyor belt.
Check belt surface for gouging, rips, and tears.
Check belt lacings for damaged or missing clips.
Check tracking of belts and adjust if needed.
- Inspect sprockets and chains.
Check sprocket alignment.
Check set screws of each sprocket.
Inspect chains and tighten if needed.

Monthly Inspection Checks, continued

- Check for any loose or missing fasteners.
Use only grade 5 or higher to replace any missing fasteners.
- Inspect cutter head.
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 2 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 shredder guards above reducer and spur gears and guard covering chains. Remove all debris from these areas.

Yearly Lubrication

- Grease outboard bearing on lower shaft using 5-8 pumps of grease.
- Grease main motor with 2-3 pumps of grease.
- Change oil in reducer (this should be done while oil is warm).
Holds approximately 5 quarts of oil on TXT-425.
Use R/O Oil-ISO Grade #220-SAE #50.
Shell #Omala-220.

Note: See manual for location of drain plug and refill plug.

Yearly Inspection Checks

- Inspect drive belt from motor to reducer.
Check the 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 conveyor belt.
Check belt surface for gouging, rips, and tears.
Check belt lacings for damaged or missing clips.
Check tracking of belts and adjust if needed.

Yearly 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.
- Inspect cutter head.
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.
- 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 2 Industrial Paper Shredder

REDUCER

OIL REQUIREMENTS:

AMS-300: 1 quart

AMS-500/750/1000*: 1.5 quarts

***AMS-1000 with TXT-425 Reducer:** 2.25 quarts

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

SPUR GEAR

BRAND	SPRAY-ON	CRC	SWEPCO		
NUMBER	S00201 12 oz. can	03058 10 oz. can	802 12 oz. can		

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	