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## Purpose

This document defines best practices for receiving, inspecting, unboxing, transporting, lifting, and assembling Infinitum motors. It provides critical “DO” and “DO NOT” guidance to protect the shaft, drive components, electronics, and lifting points, ensuring safe handling and equipment integrity from dock to final assembly.

## Scope

This document outlines the approved procedures for receiving, unboxing, transporting, lifting, and assembling Infinitum motors and assemblies within your facility. It provides clear “DO” and “DO NOT” guidance from dock to final installation, focused on protecting the shaft, drive components, electronics, and lifting points while ensuring safe, consistent handling across all teams involved.

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## Definitions

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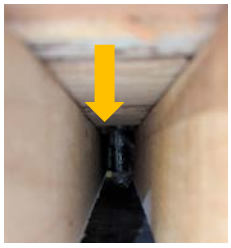
| **Shaft** | The rotating metal rod inside a motor that transfers mechanical power from the motor to the connected equipment. |
| **Eyebolt(s)** | Metal bolt with a circular loop (eye) at one end, designed to attach ropes, cables, or hooks for lifting or securing objects. |
| **C-face** | Standardized mounting flange on the front of a motor that allows it to be directly bolted to equipment for precise alignment and secure attachment. |
| **Drive** | The electronic device that controls the motor’s speed, torque, and direction by regulating the power supplied to it. |

## 1. Receiving & Storage (Dock → Racks)

### ✔ DO

- Inspect crates immediately for damage.

- Verify shaft protection blocks are intact (on pallet) and are not contacting the shaft



- Store crates so forks cannot contact shaft-protection wood.

### ⃠ DO NOT

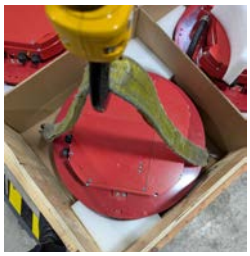
- **Allow forklift tines to contact crate ends near the shaft.**
- **Store crates where side impact is likely.**

## 2. Removing Motor From Crate

### ✔ DO

- Use 2 eyebolts installed on the motor mounting bracket (motors will arrive with with 2 eyebolts).

- Lift vertically and keep the shaft unloaded.



- Use carts that support the motor by the C-face not the shaft.

### ⃠ DO NOT

- **Lift or rest the motor on the shaft or drive end.**
- **Slide, spin, or roll the motor onto the drive without adequate protection of the drive side.**

## 3. Transporting Motors (Within Production)

### ✔ DO

- Transport motors shaft-down only if fully supported (C-face through cart opening or supported by 2x4s).

- Secure motors to prevent shifting.

### ⊘ DO NOT

- **Allow the motor weight to rest on the shaft.**
- **Let motors contact hard surfaces without protection.**

## 4. Assembly & Flipping

### ✔ DO

- Support assemblies during flips so **no weight is carried by the shaft or equipment coupled to and supported by the motor shaft**.
- Use fixtures or stands when possible.

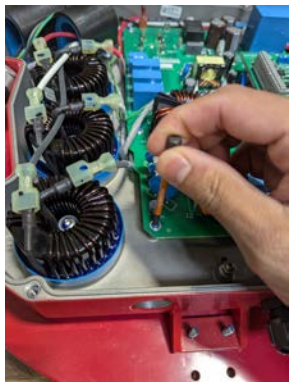

### ⊘ DO NOT

- **Rest the full motor or assembly weight on the wheel or shaft.**
- **Step on the wheel or fan for balance when entering/exiting the unit.**

## 5. Covers, Wiring & Electronics

### ✔ DO

- Hand-start screws before using powered tools.
- Follow grounding location and torque specifications as documented in the Installation, Operation, and Maintenance manual.



### ⊘ DO NOT

- **Over torque cover screws.**
- **Force connectors or ports.**
- **Leave unused grommets unsealed.**

## 6. Covers, Wiring & Electronics

| ✔ DO | | ⃠ DO NOT |
|---|---|---|
| • Use **at least 2 eyebolts**, spaced 90°–180° apart.<br>• Confirm lifting loads are within bracket and eyebolt load limits. |  | • **Lift the entire assembly with a single eyebolt.** |