

Ceiling Fan Blade Arm Replacement

Urgent Action Required

The steps listed in this document are critical in ensuring safe operation of your ceiling fan. Failure to complete these steps can lead to property damage and injury due to falling fan blades. Please stop use of ceiling fans immediately until this procedure is completed.

Only the following SKUs are impacted: 269702, 269712, 269714, 269716, 269718, 269808, 269810, 269812, 269816, 269818, 269820, 269822

These instructions are to intended to assist in the identification and replacement of suspect fan blade arms. Please contact HD Supply at: FMWarrantySolutions@hdsupply.com or 800-782-4154 if you have any questions.

Required Tools

1. #2 Phillips head screwdriver
2. Ladder
3. Replacement Kit (if required)*

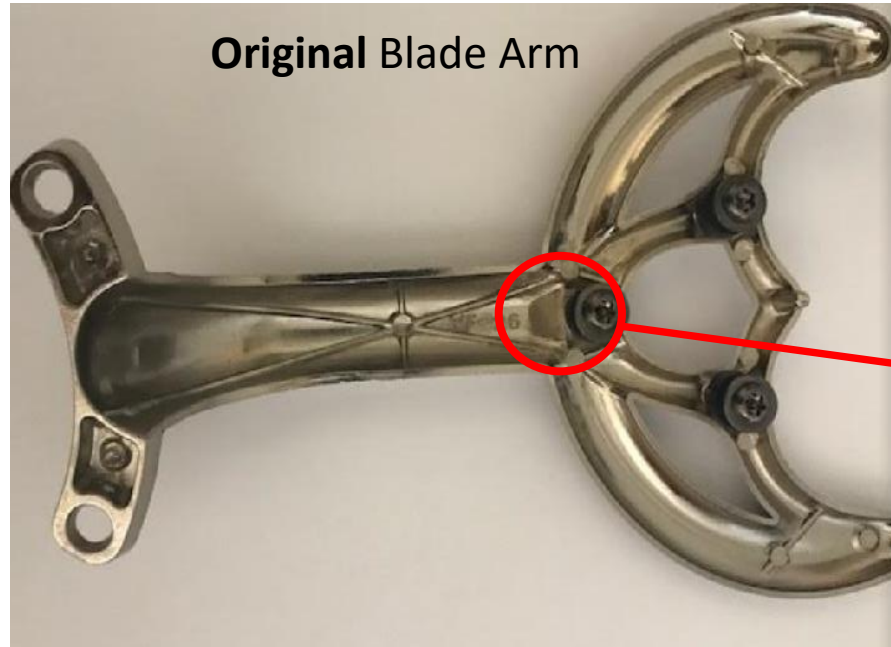
*Each kit contains 5 Replacement Blade Arms

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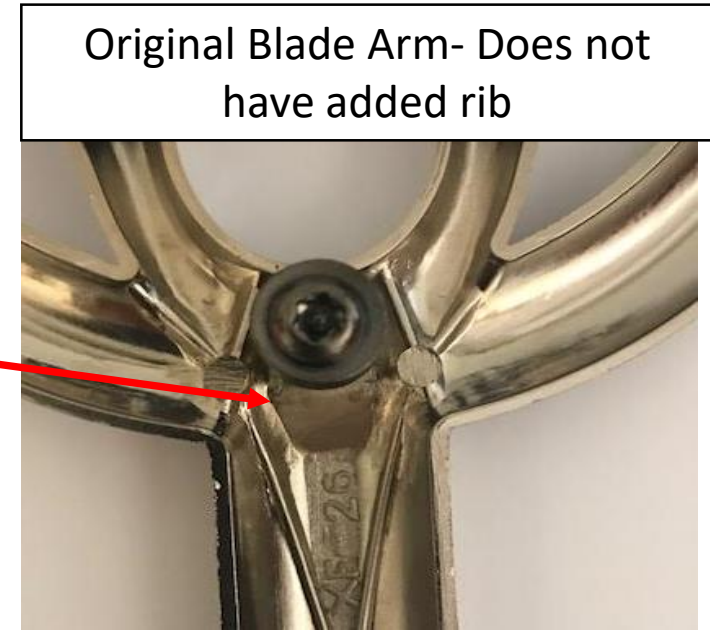
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Introduction

This procedure will walk you through the process to inspect the blade arms on your ceiling fan. The end goal is to look for the presence of the support rib shown on the right.

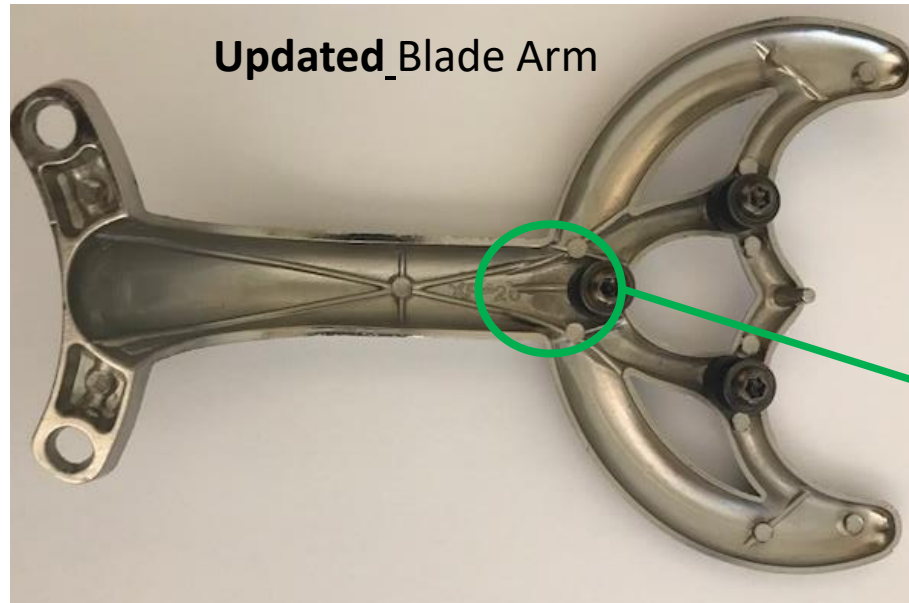


Original Blade Arm

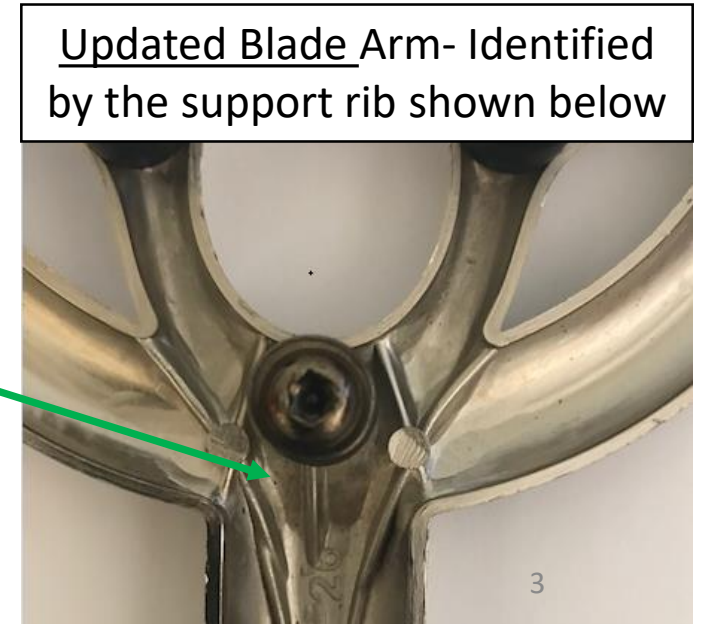


Original Blade Arm- Does not have added rib

Presence of this rib will indicate whether you have the **Original** design, or the **Updated** design. All blade arms of the **Original** design must be replaced with the **Updated** version



Updated Blade Arm



Updated Blade Arm- Identified by the support rib shown below

Process Overview

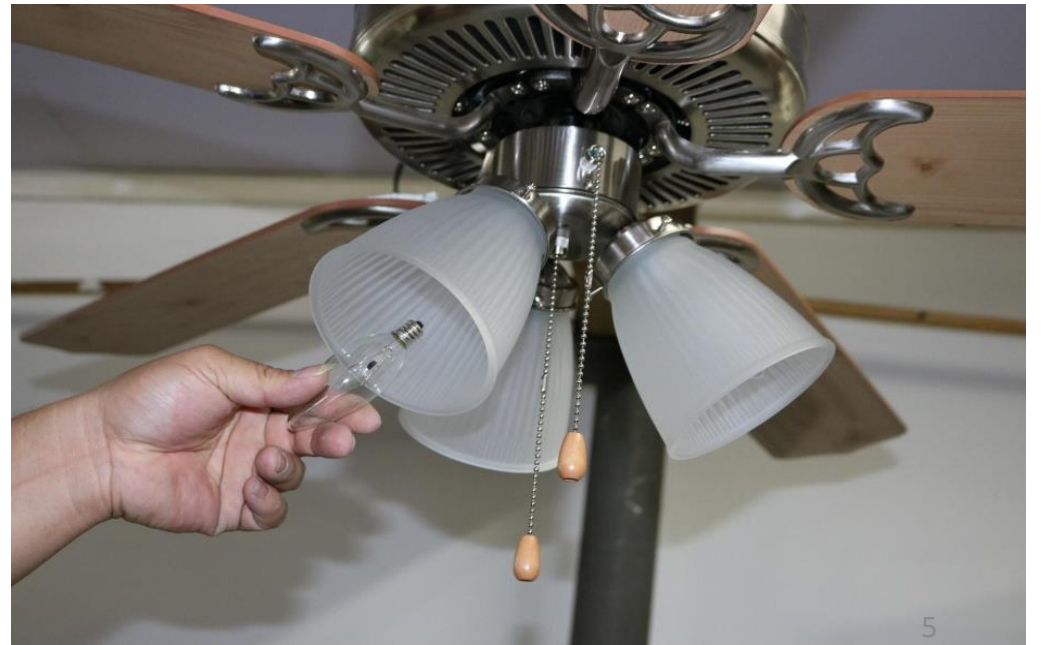
- All 5 blade arms must be removed from the ceiling fan
- Each Blade arm must be inspected for presence of a support rib
- If the support rib is not present, the arm must be replaced
- Last, the fan can be reassembled and used as normal

Blade Arm Removal- 3 Light Kit

Step 1: Turn off power to the ceiling fan



Step 2: Remove the bulbs
Note: Make sure the bulbs are cool before handling



Blade Arm Removal- 3 Light Kit

Step 3: Using a screw driver, slightly loosen the screws while holding the glass in one hand. Next, use your hand to loosen the screws further so that the glass can be removed.



Step 4: Remove the glass from the ceiling fan. Repeat this process to remove all shades.



Blade Arm Removal- 3 Light Kit

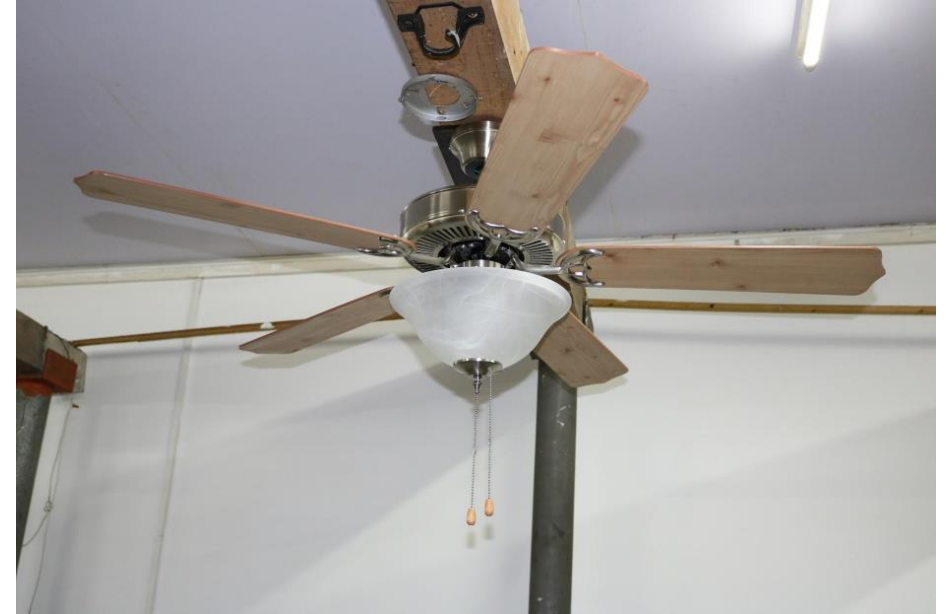
Step 5: Remove the blade arms by using a Philips head screwdriver to remove the two screws on the blade brackets. Use one hand to hold the blade arm in place. Repeat until all 5 blades brackets are removed



Once all 5 blade brackets are removed **proceed to step 6:** “How To Identify Blade Arms” on page 15

Blade Arm Removal- Bowl Light Kit

Step 1: Turn off power to the ceiling fan



Step 2: Remove the both pull chains by unlocking the chain connector



Image Of Chain Connector



Blade Arm Removal- Bowl Light Kit

Step 3: Unscrew the bottom finial (knob) and remove the metal plate



Step 4: Unscrew the nut and carefully remove the washer and glass from the ceiling fan



Blade Arm Removal- Bowl Light Kit

Step 5: Remove the old blade arms by using a Philips head screwdriver to remove the two screws on the blade brackets. Use one hand to hold the blade arm in place. Repeat until all 5 blades brackets are removed



Once all 5 blade brackets are removed **proceed to step 6:** “How To Identify Blade Arms” on page 15

Blade Arm Removal- School House Light Kit

Step 1: Turn off power to the ceiling fan



Step 2: Hold the glass with one hand, while using a screwdriver to loosen the three screws that hold the glass in place. Once loose, you will be able to remove the glass.



Blade Arm Removal- School House Light Kit

Step 3: Remove the old blade arms by using a Philips head screwdriver to remove the two screws on the blade brackets. Use one hand to hold the blade arm in place. Repeat until all 5 blades brackets are removed



Once all 5 blade brackets are removed **proceed to step 6:** “How To Identify Blade Arms” on page 15. There are no steps 4 and 5 for fans with a School House light kit

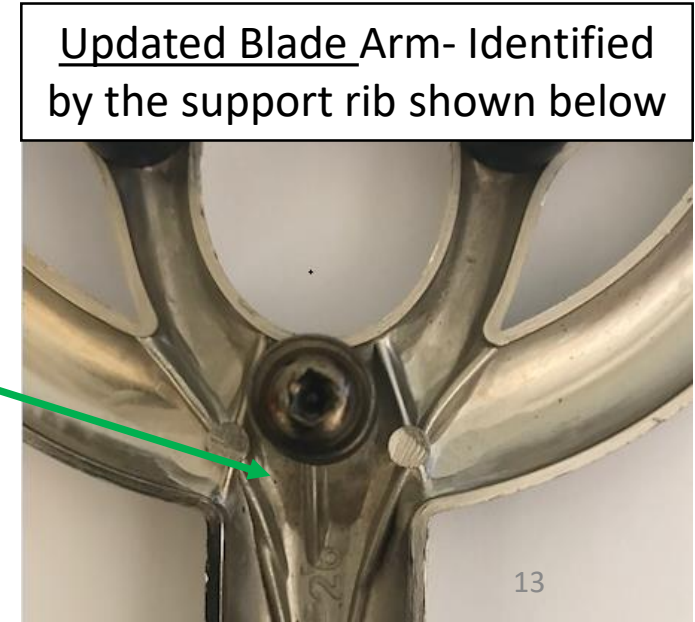
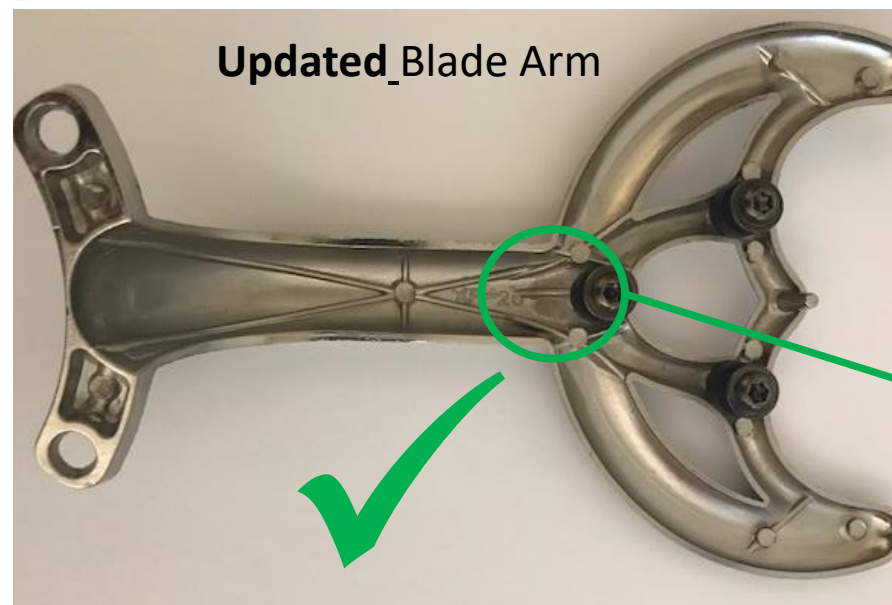
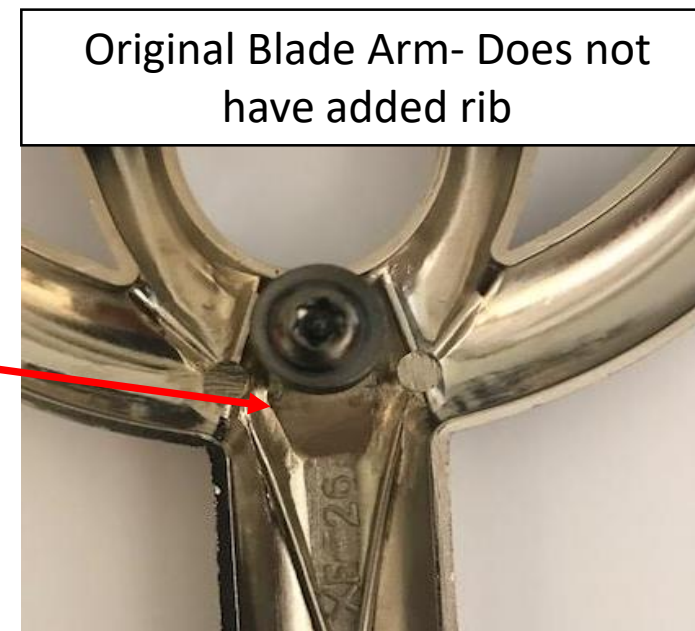
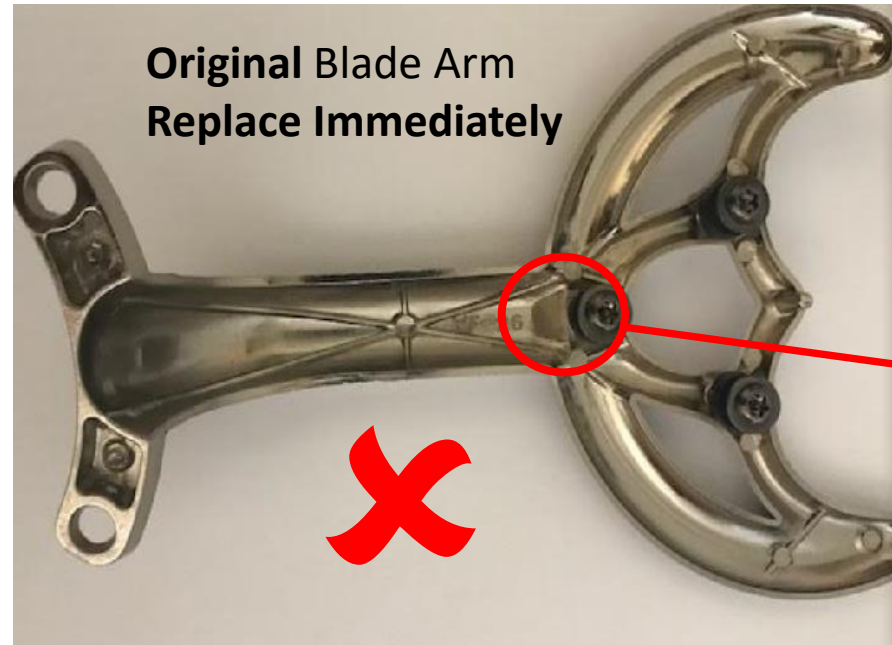


How to Identify if Your Blade Arms Should be Replaced

Step 6: Review the images on the right. The Updated design has the support rib as shown. **If your blade arms do not have this support rib, they must be replaced. Inspect all arms and replace all 5 arms if one does not have the support rib .**

Old blade arms must be destroyed to ensure they are not reused. Please send images of destroyed blade arms to:

FMWarrantySolutions@hdsupply.com



How to Identify if Your Blade Arms Should be Replaced

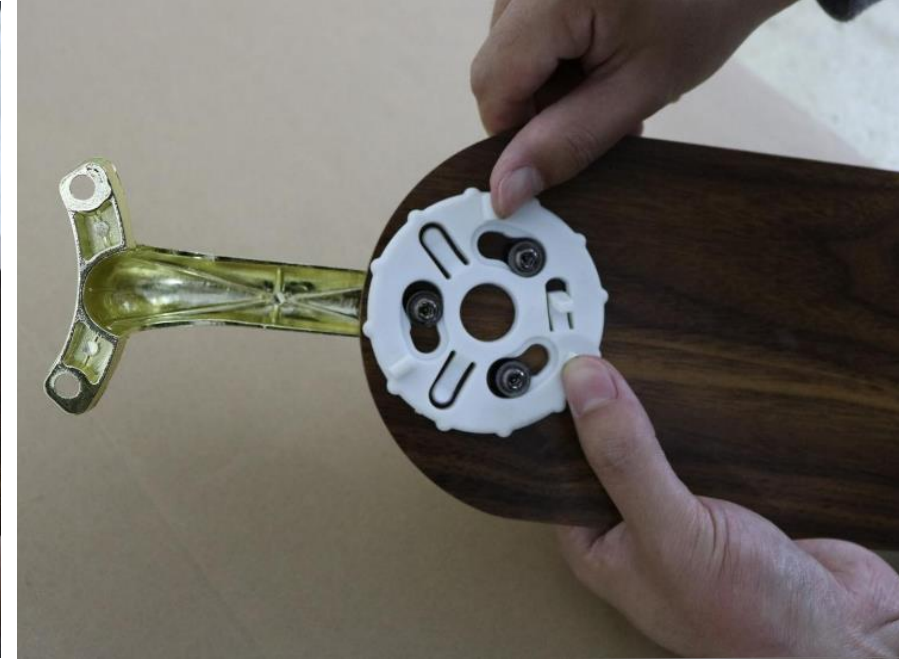
All original blade arms must be replaced before further use



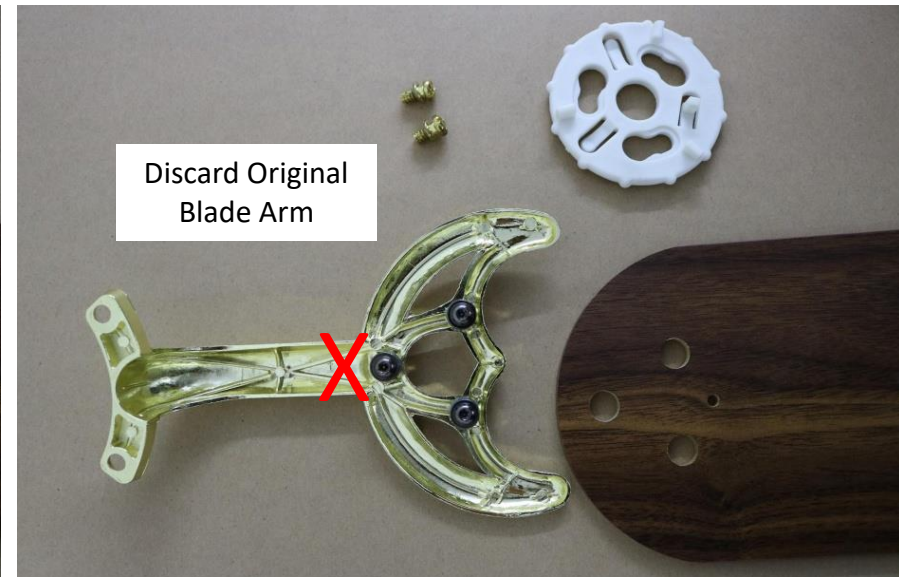
Original Blade Arm- Replace before further use

Disconnecting the Blade Arm from the Blade

Step 7: With your left hand, lift up on the safety tab. At the same time, twist the lock knob counterclockwise until it stops



Step 8: Disassemble the components and discard all blade arms that are the **Original** design



Reinstalling the Blade Arms

Step 9: Slide the blade onto the updated blade arm. Align and twist the lock knob until it locks into place



Step 10: Align the blade arm screws with the holes on the motor and tighten.



Reinstalling the Blade Arms

Step 11: Complete the process by reinstalling any bulbs and glass that were removed. This can be completed by performing the removal steps in reverse order

