

Maintenance for the shredder

Cleaning and maintenance should be carried out once monthly or when required

- PPE to be worn, Gloves, glasses , loose clothing, jewellery, neckties scarves ,long hair must be kept away from the shredder .
- Video to be watched before carrying out cleaning and maintenance



316-320-422 carton
shredder maintenanc

- The machine **MUST BE SWITCHED OFF** and **UNPLUGGED** before cleaning commences
- Remove any loose cardboard from around the shredder
- Remove four retaining nuts and remove the cover



- Hoover all loose cardboard from around the cutters
- Oil both ends of cutters using car 10/40 motor oil
- Oil chain using same 10/40 oil

Maintenance for the shredder

- Grease large cog using Castrol grease LM or similar
- Replace lid and tighten four bolts
- Clean up any spilt oil / grease
- Make sure all buttons / switches are functioning correctly.

Date

Print Name

Signed