



To Whom It May Concern,

At Moline Electric Motor & Machine, we strive for perfection in every repair we do. No corners are cut, and attention to detail is at the top of the list. The purpose of this letter is to clarify to the customer on the scope of work every reconditioned and/or rewound motor includes.

All electric motor repairs include, but are not limited to, the following:

1. Upon receipt of motor all data/nomenclature is documented and a job number is assigned.
2. Motor is Megger tested and documented.
3. Motor is initially inspected for any visual defects or missing parts, findings are documented.
4. All external couplings/devices are recorded w/ location, fitment and type.
5. Motor is disassembled, inspected and all parts marked with job number.
6. All parts are cleaned. All fitments are solvent cleaned, others are steam cleaned. Parts are sandblasted as needed.
7. All dimensional measurements are taken and verified for bearing journals, bearing housings, seal surfaces, etc. with traceable calibrated equipment and documented.
8. All electrical tests are done with traceable calibrated equipment, verified and documented. The tests are as follows:
 - a. Megger test.
 - b. Polarization Index test.
 - c. Lead to Lead DC Resistance test.
 - d. DC Hi Potential test.
 - e. Surge Comparison test.
 - f. AC Hi Potential test. ** Only when requested for rewound motors.
9. Core loss test is performed, verified and documented for rewound motors.
10. All reconditioned motor windings are treated with Class H Dolph's Electrical Insulating Varnish.
11. All rewound motors include step #10 and use Class H Insulation and Spike Resistant Inverter Duty Wire.
12. Rotors are dynamically balanced, verified and documented using traceable calibrated equipment.
13. New Premium bearings are installed on every repaired motor.
14. New gaskets, seals, o-rings, etc. are replaced for every repaired motor.
15. Motors are assembled, no-load shop tested, verified and painted with 2 part epoxy paint.
16. During no-load shop test, motors are re-checked for balance/ vibration with CSI 2130 equipment.

Any further work, along with recommendations/ suggestions, entailed with the repair will be noted in the Condition Found Report before repairs commence.