

Flue Passageways Cleaning Procedure (Recommended Frequency of Yearly*)

1. Open both the right and left side door to locate side flue passageways (see **Figure 36A**).
2. There is one upper and one lower, 1" x 2", flue passageways on both the left and right sides (see **Figures 36A, 36B and 36C**).
3. Using a 5/32" allen remove allen head screws on each cover to access the flue passage way cavities.
4. Using an ash vac, clean out both flue passageways on both the left and right side of the insert starting at the top then going to the lower.
5. Once the flue passageways are clear of ash build-up, reinstall the four cover plates.



WARNING

DO NOT USE BRUSH ON HOT STOVE

B = Upper Flue Passageway
C = Lower Flue Passageway

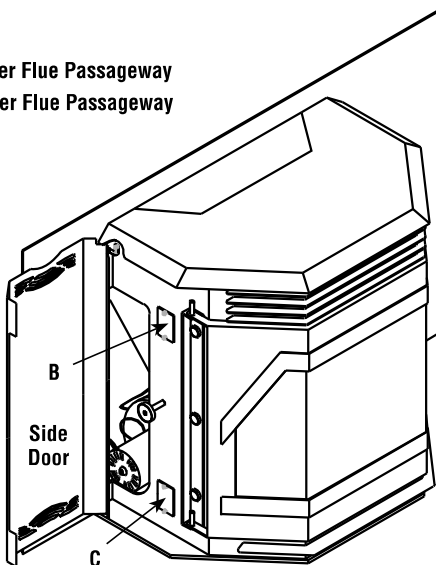


Figure 36A

Left Side View

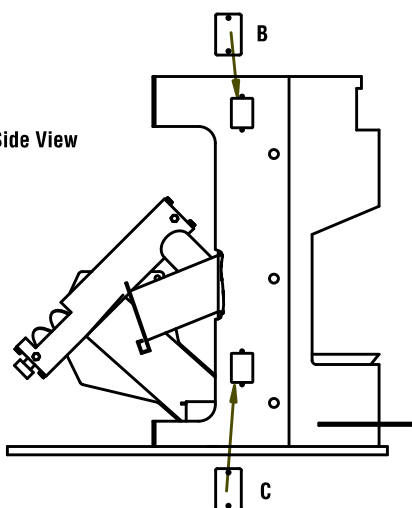


Figure 36B

Right Side View

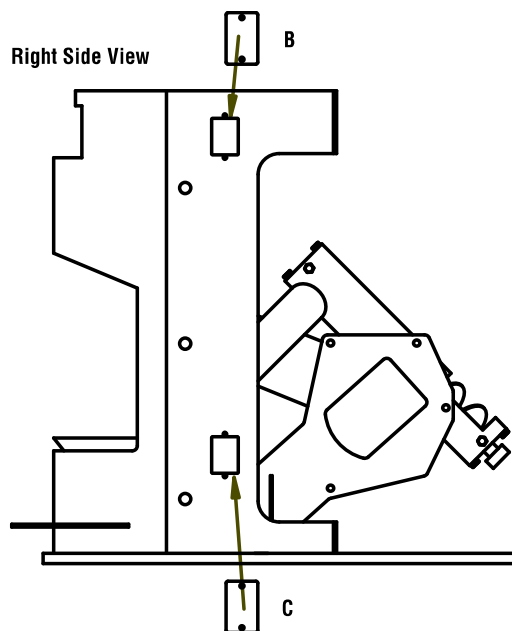


Figure 36C

Cleaning the Combustion Blower

(Recommended Frequency of 1 year or after every 100 bags of fuel used*)

To clean the combustion blower, unplug the insert from the power source and remove the six nuts labeled A in **Figure 37** with an 11/32" wrench. After removing these nuts, the motor with fan attached can be pulled from the fan housing. The fan blades and the fan housing can be vacuumed once the motor is removed. When reinstalling the motor, a new gasket may need to be installed between the motor and the fan housing. To complete the reinstallation, place the motor back on the fan housing and reinstall the six nuts. Make sure the motor's green ground wire is secured under one of the nuts.

Cleaning the Vent Pipe

(Recommended Frequency of Yearly*)

Soot and Flyash: Formation and Need for Removal

The products of combustion will contain small particles of flyash. The flyash will collect in the exhaust venting system and restrict the flow of the flue gases. Incomplete combustion, such as occurs during start-up, shutdown, or incorrect operation of the room heater will lead to some soot formation which will collect in the exhaust venting system. The exhaust venting system should be inspected at least once every year to determine if cleaning is necessary. Sweep the pipe as needed.

The insert has a clean-out box to which the flue pipe or flex pipe is attached. To access the clean-out box, remove the right side surround panel and right door. **Figure 37** shows the box in the upright position attached to the flue fan. **Figure 38** shows the box from the bottom, revealing the latch securing the box door. Pull the latch down to open the box. When the ash is cold, use a vacuum cleaner to remove the ash from the box. Refasten the box door by rotating the latch handle up.

**Burning fuel with a high ash content or an improperly adjusted damper may require more frequent cleaning and stove maintenance.*

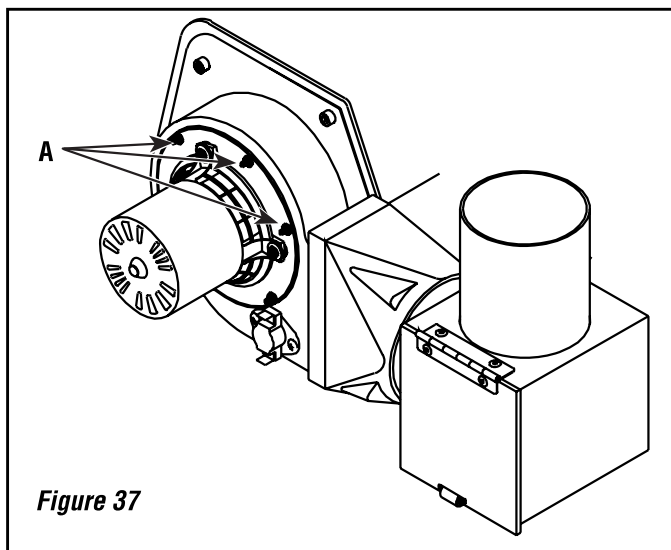


Figure 37

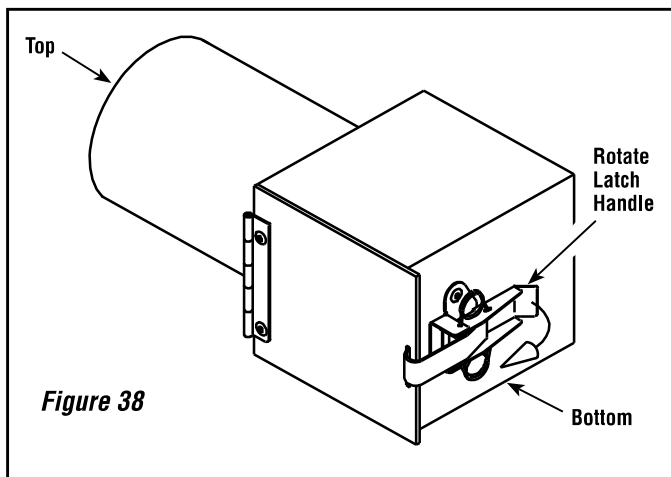


Figure 38

Removing the Ash from the Firebox

(Recommended Frequency of 2 days to 2 weeks*)

CAUTION: Do not remove the ash when the appliance or ash is hot. To remove the ash, swing open the left and right side doors and open the front door. Vacuum or scoop out the ash on the bottom and side of the firebox.

CAUTION: Disposal of Ashes - Ashes should be placed in a steel container with a tight fitting lid and moved outdoors immediately. The closed container should be placed on a non-combustible floor or the ground, well away from all combustibles materials, pending final disposal. If the ashes are disposed of by burial in soil or otherwise locally dispersed, they should be retained in the closed container until all cinders have been thoroughly cooled.

Cleaning the Convection Blower

To clean the convection blower, remove the left side door (see the following page). Disconnect the insert power cord from the electrical outlet. Loosen the two screws (A in **Figure 39**) securing the blower to the blower duct. Slide the blower toward the outside of the insert - disengaging it from the blower duct. A vacuum can be used to remove any dust accumulation on the blower's blades or inside the blower duct. Caution should be used not to damage the blower's blades during cleaning. Before reinstalling, vacuum out the blower housing and flue passageway leading to the combustion blower. To reinstall the blower, slide the blower back into the retaining lip B and retighten screws A.

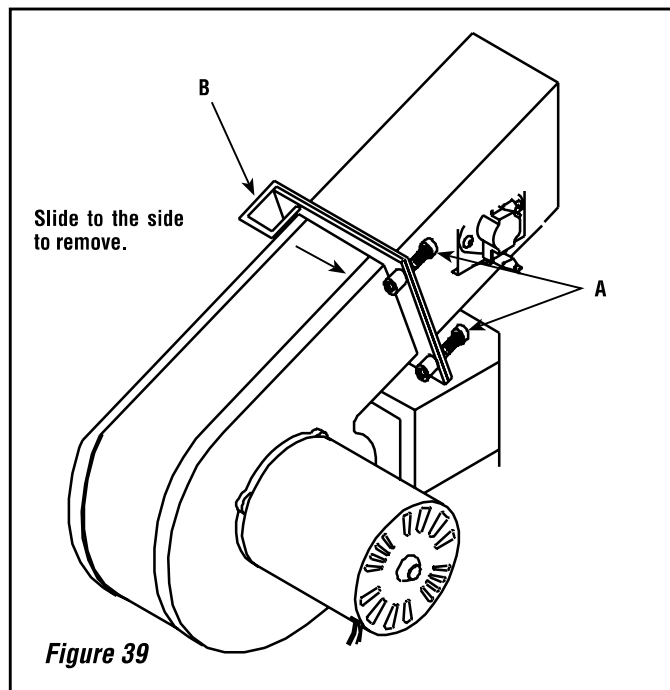


Figure 39

Proof of Fire Switch

(Recommended Frequency of 1 year or after every 100 bags of fuel used*)

This switch needs to be removed and cleaned after every 100 bags of fuel burned.

Cleaning Procedure:

1. **UNPLUG STOVE!**
2. Locate the switch on the combustion blower (see **Figure 44**).
3. Using a flat-head screwdriver, remove the 2 screws which secure the switch to the blower housing.
4. Using a dry cloth, wipe off any flyash build-up on the sensor portion of the switch.
5. Reinstall switch. Ensure wires are properly connected to the switch and the connectors are not making contact with the blower housing. Close side panel.

NOTE: Failure to clean the proof of fire switch when needed may result in nuisance shut-downs. When heavy ash, creosote or soot are built up on the proof of fire switch, it may require cleaning with a medium abrasive pad or sheet. These heavy build ups insulate the heat sensing area of the switch and keep the switch from functioning as intended.

Adjustable Hopper

The Winslow™ PI40GL insert is shipped with the 55 pound hopper. With the larger hopper installed, that part of the insert that slides into the fireplace is 22-1/2" (572 mm) high. For installations in smaller fireboxes, the hopper is adjustable down to a height of 19" (483 mm). To adjust the hopper to its lowest height of 19" (483 mm), remove screws C around the hopper lid and lift the lid off. Next, remove the screws D around the hopper extension and remove the extension. Place the lid back over the hopper and reinstall the screws securing the lid.

To adjust the hopper height between the maximum and the minimum, remove screws D and slide the hopper extension (with lid attached) down around the hopper bottom to the height desired. The extension can be lowered at most 2-1/2" (64 mm). Reinstall the self-tapping screws through the holes in the extension (creating new holes in the hopper bottom).

*Burning fuel with a high ash content or an improperly adjusted damper may require more frequent cleaning and stove maintenance.