CEILING FAN INSTALLATION

Ceiling fans offer substantial year-round energy savings. Replacing an old light fixture with a ceiling fan is relatively simple.

ADVANTAGES

In summer, ceiling fans create cool breezes, which reduce the strain on air conditioners.
In winter, they circulate heated air to keep the room warm.
Materials Required: Ceiling Fan Kit, Metal Electric Ceiling Box or Expandable Bracket, Wire Connectors
Tools Required: Electrical Tape, Circuit Tester, Screw Driver, Drill with Driver & Bit, Pliers, Ladder, Safety Glasses
Estimated time taken: 3-4 hours
Project Cost: varies – can start from under $100

INSTALLATION
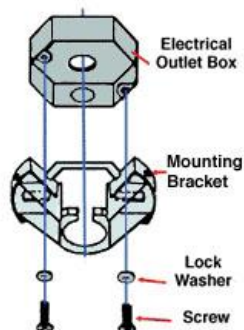The size of the ceiling fan is determined by the size of the room. Measure the longest wall in the room.

Wall length (feet)	Ceiling Fan diameter (inches)
1- 12	36
12 – 15	42 – 48
>15	52

HOW TO

IMPORTANT NOTE: Turn off the power to the existing light by switching to the "off" button at the main switch or breaker box. Be sure to read the manufacturer's instructions before installation. If you are not comfortable working with electricity, contact a licensed electrician.

Step 1: Remove the existing light fixture; then use the circuit tester to confirm that the power has been turned off.

Step 2: Remove the old light bracket and replace it with a Metal Electric Ceiling Box. If your metal box is not securely fastened, you may want to install an Expandable Bracket. Mount and secure the metal box on the ceiling using mounting screws and lock washers (see diagrams below).

METAL ELECTRIC CEILING BOX   METAL ELECTRIC CEILING BOX WITH BRACKET

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Step 3: Install the mounting bracket to the electrical box with the provided screws from the ceiling fan kit. Pull the electrical wires through the center hole of the mounting bracket.
The mounting bracket will support the weight of the fan motor housing for a hands-free wiring installation.
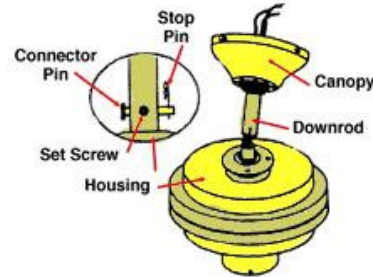
Step 4: It is best to assemble the fan with the housing assembly on the floor. Every ceiling fan is different, so be sure to follow the manufacturer's instructions carefully.

Pull the wires through the downrod and canopy.
Insert the downrod into the housing. Secure the downrod to the housing with a connect pin and stop pin.
Tighten the setscrew on the side of the downrod with a screwdriver.
Some fans may have two setscrews.

Step 5: Lift the assembled unit to the mounting bracket. You will find that the wires from the ceiling and on the assembled ceiling fan are colored.

Connect the white wire from the ceiling fan to the white/neutral wire from the house; connect the green ground wire from the ceiling fan to the green wire from the house.

If your fan has a light, it will have a blue wire (for the light) and a black wire (for the fan motor).
If you are using a single switch to control both light and fan, connect the blue and black wires together to the black wire from the house.
If you have more than one switch, connect the black wire from the fan to the black with from house, and connect the blue wire to the remaining wire from the house.

Screw wire connectors to the ends of each set of wires.
Use electrical tape to secure the wire connectors to the wires.
Carefully tuck the wires into the electrical box.

WIRE CONNECTOR

Attach the canopy to the mounting bracket and secure it with the included screws.

Step 6: Follow manufacturer's instructions to attach the ceiling fan blades and light fixtures.

ADDITIONAL RECOMMENDATIONS
Use the 'reverse' setting on the fan to reverse the direction of the fan during the winter months. This helps with dispersing the warm air. This is found on the fan housing.

If you want to watch a video instruction for ceiling fan installation, click here.

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