



HIPCO VALVE MAINTENANCE INSTRUCTIONS

NORMALLY CLOSED VALVE

1.0 Packing gland adjustment

- 1.1 Relieve the system pressure. Remove the valve from the system and place it securely in a vice.
- 1.2 Loosen the lock nut at the top of the operator and loosen the set screw to relieve spring tension.
- 1.3 Tighten the packing gland to the appropriate torque for the valve. Suggested packing gland torque values are listed in the Technical Information section of the High Pressure Equipment Company catalog.
- 1.4 Retighten the set screw at the top of the operator to the required torque. Suggested set screw torque values are listed in the Technical Information section of the High Pressure Equipment Company catalog.

2.0 Packing replacement

- 2.1 Relieve the system pressure. Remove the valve from the system and place it securely in a vice.
- 2.2 Loosen the lock nut at the top of the operator and loosen the set screw to relieve spring tension.
- 2.3 Unscrew the packing gland and remove the packing gland / stem / top works assembly from the body. Note the packing and packing washer arrangement.
- 2.4 Replace the packing, and place the packing and packing washers into the valve body.
- 2.5 Replace the packing gland / stem / top works assembly into the valve body.
- 2.6 Tighten the packing gland to the appropriate torque for the valve. Suggested packing gland torque values are listed in the Technical Information section of the High Pressure Equipment Company catalog. Tighten the lock nut to secure the packing gland.
- 2.7 Retighten the set screw at the top of the operator to the required torque. Suggested set screw torque values are listed in the Technical Information section of the High Pressure Equipment Company catalog. Tighten the lock nut to secure the set screw.

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NORMALLY CLOSED VALVE

- 3.0 Stem replacement
 - 3.1 Relieve the system pressure. Remove the valve from the system and place it securely in a vice.
 - 3.2 Loosen the lock nut at the top of the operator and loosen the set screw to relieve spring tension.
 - 3.3 Unscrew the packing gland and remove the body.
 - 3.4 Loosen and remove the 5/16-18 hex head screws and nuts located along the perimeter of the diaphragm housing. Remove the top section of the diaphragm housing.
 - 3.5 Remove the 1/4-20 hex nut that holds the stem to the diaphragm support.
 - 3.6 Remove the old stem and insert the new stem. Replace and tighten the 1/4-20 hex nut onto the end of the stem.
 - 3.7 Reassemble the diaphragm housing using approximately 20 ft-lb on the 5/16-18 cap screws.
 - 3.8 Replace the packing as required, and place the packing and packing washers into the valve body.
 - 3.9 Replace the packing gland / stem / top works assembly into the valve body.
 - 3.10 Tighten the packing gland to the appropriate torque for the valve.
Suggested packing gland torque values are listed in the Technical Information section of the High Pressure Equipment Company catalog.
 - 3.11 Retighten the set screw at the top of the operator to the required torque.
Suggested set screw torque values are listed in the Technical Information section of the High Pressure Equipment Company catalog.

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