How to Repair a Portable Fan

How to fix a fan with a seized motor.

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INTRODUCTION

This fix will restore your fan's original power and quiet operation. This fix does not require new parts, but does require a #1 Phillips head screwdriver, an 8mm wrench or socket, and a medium or low viscosity lubricant.

TOOLS:

- 8mm wrench (1)
- Phillips #1 Screwdriver (1)
Step 1 — How to Repair a Portable Fan

⚠️ Unplug the power cord before beginning.

- Loosen the 4 phillips screws around the rim and remove the front of the cage

Step 2

- Remove the fan blade by loosening the screw on the shaft while pulling up.

ℹ️ The screw does not need to be fully removed before the blade will slide free.
Step 3

- Remove the wiring cover located above the fan motor.

ℹ️ There are 2 more screws holding the back mounting plate and cage together. They will be removed in a later step

Step 4

- Remove the motor from the mounting plate by loosing the 2 smaller screws on the front.
Step 5

- Remove the final 2 screws holding the mounting plate to the cage.

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Step 6

- Carefully pass the motor through the opening at the back of the cage.
Step 7

- Using an 8mm wrench and phillips screwdriver, remove the magnet mounts from the body of the motor.

- The magnet will slide out of the motor. Inspect the magnet and motor for anything that may cause a hang-up.

- Do not over-tighten the magnet mounts during reassembly. Over-tightening may cause the motor to bind.
Step 8

- Clean and lubricate the magnet shaft and mounting brackets
  - Any medium or low viscosity lubricant will do.

To reassemble your device, follow these steps in reverse order.