



Automatic Opening Vent (AOV) Smoke Control System Maintenance Checklist

10 planned preventive maintenance tasks · Free PDF from PM Assist

A practical starting point for planned preventive maintenance. Always refer to the manufacturer's O&M manual and site-specific requirements.

Visual Checks

- ☐ Inspect vent weather seals, hinges, and linkages for wear or seizure
- ☐ Check head-of-shaft and ventilation openings are clear and unobstructed

Functional Checks

- ☐ Test the smoke control panel raises the system on a simulated fire signal
- ☐ Confirm each AOV, window, or smoke-shaft damper opens fully and reseals
- ☐ Check actuators (electric or pneumatic) operate smoothly without obstruction
- ☐ Verify manual override and reset controls function correctly
- ☐ Confirm the panel standby batteries are healthy and charging
- ☐ Confirm interface with the fire alarm and any mechanical extract is correct

Cleaning & Housekeeping

- ☐ Clean vent louvres and actuator mechanisms where accessible

Record Keeping

- ☐ Record monthly tests, the annual service, and defects in the log

Maintenance Frequency

Monthly

- Function test from the smoke control panel
- Confirm vents open and reset
- Check panel status and batteries

Annually

- Full service to BS 7346-8
- Actuator and linkage inspection
- Cause-and-effect verification with fire alarm
- Issue service certificate