



# Car Park Ventilation 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 fans, mountings, and impellers for damage, corrosion, and balance
- ☐ Check intake/exhaust louvres and openings are clear and unobstructed

## Functional Checks

- ☐ Calibrate/verify CO and NO2 detectors against test gas
- ☐ Confirm detectors trigger fan staging at the correct pollutant thresholds
- ☐ Test impulse/jet fans and main extract/supply fans in normal mode
- ☐ Check motorised dampers and any smoke dampers stroke correctly
- ☐ Confirm the control panel/BMS interface and fire alarm signals are correct

## Safety Checks

- ☐ Verify smoke-control (fire) mode operates fans at boosted duty on fire signal
- ☐ Verify manual override and firefighter controls operate as intended

## Record Keeping

- ☐ Record detector calibration, mode tests, and defects in the log

## Maintenance Frequency

### Quarterly

- Function-test fans and detection response
- Check dampers and louvres
- Confirm BMS/panel status

### Every 6 Months

- Calibrate CO/NO2 detectors
- Test smoke-control (fire) mode
- Verify fire alarm interface

### Annually

- Full system service to BS 7346-7
- Fan service and balance check
- Firefighter override verification
- Issue service record