



Valve & Damper Actuator 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 mounting, brackets, and weatherproofing on external actuators

Functional Checks

- ☐ Stroke the actuator fully open and closed from the BMS and confirm travel
- ☐ Confirm actual valve/damper position matches the commanded signal
- ☐ Check the coupling/linkage to the valve spindle or damper is secure (no slip)
- ☐ Confirm end switches/feedback report the true end positions
- ☐ Inspect for overheating, noise, or stalling during travel
- ☐ Check damper blades and valve seats fully close (no leak-by) where required
- ☐ Confirm the actuator is correctly sized for the valve/damper torque

Safety Checks

- ☐ Verify spring-return actuators drive to the correct fail-safe position on power loss

Record Keeping

- ☐ Record stroke results, fail-safe checks, and any adjustments in the log

Maintenance Frequency

Quarterly

- Stroke key actuators and confirm travel
- Check linkages for slip
- Spot-check position feedback

Annually

- Full stroke and position verification
- Spring-return fail-safe test
- Linkage and end-switch check
- Inspect external/weatherproofing