



Control Valve (Motorised) 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 valve gland for water leaks
- ☐ Check the actuator is correctly coupled to the valve stem
- ☐ Inspect valve body and connections for corrosion or leaks

Functional Checks

- ☐ Verify the valve strokes fully open to fully closed and back
- ☐ Check actuator responds correctly to the BMS control signal
- ☐ Confirm the valve achieves full shut-off with no pass-by
- ☐ Verify spring-return operation (fail-safe position) if applicable

Cleaning & Housekeeping

- ☐ Check the associated strainer is clean

Safety Checks

- ☐ Confirm the valve is labelled with circuit identification

Record Keeping

- ☐ Record valve position, actuator condition, and any remedial work

Maintenance Frequency

Quarterly

- Verify valve operation and BMS signal response
- Check for leaks at glands

Annually

- Full stroke test
- Fail-safe test (spring return valves)
- Clean strainer
- Check actuator coupling