



Ductwork 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 internal duct cleanliness and measure deposit levels (TR/19)
- ☐ Inspect duct supports, hangers, and brackets for security
- ☐ Confirm access doors are present, sealed, and adequate for cleaning
- ☐ Check thermal and acoustic insulation for damage and condensation
- ☐ Inspect flexible connections and any grilles/diffusers for blockage

Functional Checks

- ☐ Check for air leakage at joints, especially on the supply side
- ☐ Verify fire and volume control dampers are accessible and operate

Cleaning & Housekeeping

- ☐ Clean ductwork where contamination exceeds the standard

Safety Checks

- ☐ Verify fire-stopping where ducts pass through compartments

Record Keeping

- ☐ Record cleanliness verification, cleaning, and inspections in the log

Maintenance Frequency

Annually

- Ventilation hygiene inspection (TR/19)
- Damper and support check
- Insulation and leakage inspection
- Post-clean verification where cleaned