



Fire Damper Maintenance Checklist

12 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 damper blades for damage, warping, or obstruction
- ☐ Check fusible link is present, correct rating, and not damaged
- ☐ Verify the damper is properly seated in the fire-rated construction
- ☐ Inspect fire-stopping around the damper and ductwork penetration
- ☐ Check the damper sleeve fixing and retaining angles into the fire-rated construction
- ☐ Verify an access panel is fitted, correctly sized and labelled to reach the damper

Functional Checks

- ☐ Perform a drop test — release the fusible link mechanism and confirm blades close fully
- ☐ Reset the damper and install a new fusible link after testing
- ☐ Confirm the curtain/spring mechanism closes fully under its own force, not by hand

Cleaning & Housekeeping

- ☐ Clean blades and frame of any debris preventing full closure

Safety Checks

- ☐ Confirm the damper is accessible — report any access issues

Record Keeping

- ☐ Record damper location, ID, test result, link rating, and any defects

Maintenance Frequency

Annually

- Drop test every fire damper
- Inspect fusible links
- Check fire stopping integrity
- Inspect sleeve fixing and access panels
- Clean and reset dampers
- Complete test certificates