



Smoke Damper Maintenance Checklist

14 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 and seals for damage or deterioration
- ☐ Check actuator and linkage for corrosion, looseness, or misalignment
- ☐ Verify the damper is accessible for future inspection and testing
- ☐ Confirm an access panel is present, correctly sized and labelled at the damper

Functional Checks

- ☐ Operate damper from fully open to fully closed and back — confirm full stroke
- ☐ Verify damper closes on fire alarm signal or dedicated detector activation
- ☐ Confirm damper resets correctly after test
- ☐ Verify the damper closes within the time required by the fire strategy
- ☐ On combined fire/smoke dampers, test both the thermal link and the alarm-driven closure

Cleaning & Housekeeping

- ☐ Clean damper blades and frame where grease or dust buildup is present

Safety Checks

- ☐ Ensure fire alarm interface and wiring are secure
- ☐ Confirm the damper is correctly identified on fire system drawings
- ☐ Check the actuator spring-return (or fail-safe) operates on loss of power/signal

Record Keeping

- ☐ Record test date, pass/fail result, and any remedial actions

Maintenance Frequency

Every 6 Months

- Functional test of smoke damper operation
- Visual inspection of blades and seals
- Actuator and linkage check

Annually

- Full test from fire alarm signal
- Inspect and clean blades
- Check actuator mechanism
- Review fire system interface
- Confirm closure timing against the fire strategy