



Toilet / Washroom Extract Fan 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 ductwork and flexible connections for leaks, kinks, or blockage
- ☐ Verify roof/wall terminations and cowls are clear and weatherproof
- ☐ Check for odour or condensation indicating inadequate extract

Functional Checks

- ☐ Measure extract airflow at grilles against the design/Part F rate
- ☐ Confirm the fan runs (and changes over on twin-fan systems)
- ☐ Check run-on timer / PIR or continuous-running operation as designed
- ☐ Check fan bearings/motor for noise, vibration, and overheating
- ☐ Confirm any BMS/fault monitoring reports fan failure correctly

Cleaning & Housekeeping

- ☐ Clean fan impeller, casing, and grilles of dust and lint

Record Keeping

- ☐ Record airflow readings, changeover tests, and cleaning in the log

Maintenance Frequency

Quarterly

- Confirm fan running and twin-fan changeover
- Clean grilles
- Check for odour/condensation

Annually

- Measure extract airflow vs Part F
- Clean fan and ductwork accessible sections
- Bearing/motor check
- Verify terminations and timers