

Motorized control damper annual maintenance checklist

The annual control damper service is the deep pass: the measurements, cleanings and tests a quarterly round doesn't reach. This checklist keeps the full service on record with the photos that make it defensible later. Work is commonly verified against IMC, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The controls or balancing technician on the annual air-side service, when the system can be commanded through its range off normal control. When: Once a year with the air-handler service, when the damper can be driven manually and the closed leakage actually assessed rather than eyeballed.

Leakage and closure

- ☐ **Closed leakage assessed at the damper**
Damper commanded fully closed and leakage across it checked by feel, tell-tale or airflow at the plenum; excessive bleed traced to seals or an incomplete stroke. **2 photos required**
- ☐ **Blade seals and stops replaced where worn**
Edge and jamb seals inspected along their length, worn sections replaced, end stops set so the blades seat fully at the closed command. **1 photo required**

Feedback and calibration

- ☐ **Feedback recalibrated to measured position**
Actual blade angle established at open, mid and closed, and the position feedback span and zero set to match the real positions. **2 photos required**
- ☐ **Actuator range and current confirmed**
Actuator driven across its full range under the corrected signal, running smoothly without binding, torque and travel matching the manufacturer's figures. **1 photo required**

Mechanical service

- ☐ **Linkage and pivots lubricated and reset**
Jackshaft bearings, blade pivots and linkage pins cleaned and lubricated per the manufacturer, wear points noted, coupling retightened after service. **1 photo required**