

Motorized control damper quarterly maintenance checklist

A quarterly control damper round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. Work is commonly verified against IMC, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The HVAC or controls tech on the quarterly air-side round, at the air handler and at zone dampers. When: Every quarter with the air-handler and economizer checks, since a damper that won't fully open or close skews mixed-air control until someone strokes it.

Actuator and stroke

- ☐ Full open and closed stroke observed
Damper driven to both end positions and the blades watched through the full travel, actuator not stalling or slipping short of either stop. 2 photos required
- ☐ Linkage and shaft coupling checked
Crank arm and linkage tight on the shaft, no slop or slipped setscrew, actuator securely mounted with no play at the coupling. 1 photo required

Blades and seals

- ☐ Blade seals and edge closure checked
Blade edge and jamb seals intact, blades meeting evenly at full close, no daylight or airflow felt through a commanded-closed damper. 2 photos required

Controls and feedback

- ☐ Feedback compared against command
Position feedback at the controls checked against the actual blade position at several commands, not just the two extremes. 1 photo required
- ☐ Control signal confirmed at the actuator
Control signal reaching the actuator and the blades responding proportionally, no reversed action or dead band at mid-stroke. 1 photo required