

Duct smoke detector quarterly maintenance checklist

A quarterly duct smoke detector 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 NFPA 72, NFPA 90A. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The building engineer or HVAC tech reaching the detector at the air handler on the quarterly round, recording condition rather than performing the actuation test. When: Every quarter, walked with the air-handler check since a fouled detector and a dirty duct show up on the same visit.

Sampling and detector

- ☐ **Sampling tube orientation and exhaust tube observed**
Inlet sampling tube spanning the duct with its holes facing into the airflow, exhaust tube fitted, tubes not crushed, loose at the duct wall or plugged. 2 photos required
- ☐ **Detector head and housing cleanliness checked**
Detector head and sampling chamber free of heavy duct dust or grease film, housing gasket seated, cover latched and the sensing chamber not visibly fouled. 1 photo required

Remote station and access

- ☐ **Remote test/reset station and LED observed**
Remote station LED in its normal state, station accessible and not painted over or blocked, its location matching the unit it serves. 1 photo required
- ☐ **Labeling and access to the detector checked**
Detector and the AHU it serves labeled to match, mounting accessible for service, no ductwork or ceiling change that has buried the housing. 1 photo required