READY TO INSPECT — FIELD CHECKLIST

Dust collector quarterly maintenance checklist

A quarterly dust collector 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 manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The maintenance tech on the quarterly round for the collection system. When: Every quarter, and more often on a heavily loaded baghouse, since a blinding filter is the first thing that quietly kills capture at the tools.

Hazard and housekeeping

- [ ] Dust hazard analysis on file where the dust is combustible
  Where the collected dust is combustible, the site's dust hazard analysis for this collector on file and current, the protection it calls for matching what is installed; a gap reported to the owner.
  No photo required

- [ ] Settled dust around the collector and supports checked
  Ledges, beams, the hopper skirt and airlock area checked for dust layers, cleaned with a vacuum rated for the dust rather than blown down with compressed air, heavy buildup reported.
  1 photo required

Filters and cleaning

- [ ] Filter differential pressure read and trended
  Magnehelic or gauge reading across the filters recorded and compared against the prior round, a steady climb flagged as filters loading or blinding.
  2 photos required

- [ ] Pulse-clean operation and compressed air confirmed
  Each solenoid and diaphragm valve heard and felt firing in sequence, header pressure holding, air dryer working so moisture isn't caking the filters.
  1 photo required

- [ ] Cleaning controller settings recorded against the manual
  Timer or on-demand setpoints on the cleaning controller photographed and compared with the manufacturer's settings and last round, any change traced to who made it.
  1 photo required

- [ ] Access doors latched with gaskets sealing
  Filter and hopper access doors closed and latched from outside, gaskets seated, no dust trails at door edges or seams showing a leak on the dirty side.
  1 photo required

Discharge and capture

- [ ] Hopper and rotary airlock discharge checked
  Hopper not bridged or packed, rotary airlock turning and sealing, dust discharging cleanly to the drum or bin rather than backing up or leaking at the vanes.
  2 photos required

- [ ] Ductwork and pickup capture verified
  Capture confirmed at the hoods and pickups, ductwork free of leaks, sagging flex or plugged runs, blast gates set where they belong.
  1 photo required

- [ ] Duct bonding straps and collector ground intact
  Bonding jumpers across flex connectors and duct joints present and tight, the ground connection at the collector intact, no broken or painted-over straps.
  1 photo required

Protection and drive

- [ ] Explosion-protection devices observed, not tested
  Explosion vents, isolation valve and any suppression seen intact and unobstructed with indicators normal; devices are observed, not function-tested, by the RTI user.
  No photo required

- [ ] Fan and motor checked for vibration and noise
  Fan running smoothly, no new vibration, bearing noise or belt slip, motor not running hot, no material buildup unbalancing the wheel.
  1 photo required

- [ ] Explosion vent discharge area kept clear
  On vented collectors, the zone the vent discharges into kept free of work stations, walkways, stored material and parked equipment, any encroachment reported.
  No photo required

- [ ] Spark detection panel shows normal
  Where fitted, the spark detection panel shows normal with no trouble or bypass, and recent detection events reviewed and reported rather than simply cleared.
  No photo required

Clean air and record

- [ ] Clean-air outlet checked for visible dust
  Stack, outlet or return-air discharge watched while running, any visible dust or a dust line at the outlet taken as a filter or seal leak and reported.
  1 photo required

- [ ] Quarterly readings entered on the collector's record
  Differential pressure, controller settings and findings entered on the collector's record, with deferred work listed for the owner.
  No photo required