

Exhaust fan annual maintenance checklist

The annual exhaust fan 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 (mechanical code). Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The HVAC service lead on the annual mechanical service. When: Once a year, paired with the roof membrane walk so roof access happens once.

Access and lockout

- ☐ **Fall protection arranged for the curb and flashing work**
Tie-off, guardrail or warning line set as the site plan requires for time spent at the curb, access route and material staging agreed first. No photo required
- ☐ **Lockout verified before the wheel and motor come apart**
Lock and tag on the disconnect under the site's procedure, fan tried from its control and confirmed dead, wheel blocked against windmilling. 1 photo required

Deep clean

- ☐ **Wheel, housing and shutter degreased and cleaned**
Blades clean to bare surface, housing drained, shutter blades free-moving after cleaning. 2 photos required
- ☐ **Motor and compartment cleaned and inspected**
Windings free of grease and dust, conduit connections tight, no heat discoloration. 1 photo required
- ☐ **Clean wheel inspected for cracks, blade wear and balance**
Welds and rivets sound, no bent or eroded blades, balance weights all present. Damage found goes on the record before the fan runs again. 1 photo required
- ☐ **Drive serviced for its type, belt or direct**
Belt drives: sheave grooves gauged for wear and belts renewed on the manufacturer's schedule. Direct drives: speed controller or motor dial setting matches the schedule. 1 photo required
- ☐ **Bearings greased or confirmed sealed per the manufacturer**
Grease type and amount from the manufacturer's schedule, old grease purged where fittings exist, sealed bearings noted as such on the record. No photo required

Mounting and curb

- ☐ **Fasteners and curb sealant checked and re-torqued**
Mounting hardware tight, curb flashing and sealant intact, no daylight or gaps at the curb line. 2 photos required
- ☐ **Motor base bolts torqued and motor square to the wheel**
Base bolts torqued to the manufacturer's value, motor not shifted on its slots, spring or rubber isolators seated and not bottomed out where fitted. 1 photo required

Return to service

- ☐ **Housing closed up and locks removed by their owner**
Every panel, guard and access door refastened, wheel block and tools out of the housing, lock and tag removed by the person who hung them. 1 photo required

- ☐ **Wheel rotation matches the housing arrow on restart**
Fan bumped from its control with guards on, wheel turning the way the arrow shows, reversed rotation corrected before the fan is left running. 1 photo required

Performance

- ☐ **Discharge airflow spot-checked against the schedule**
Measured or observed discharge consistent with the fan's schedule, any shortfall logged for balancing. 1 photo required
- ☐ **Motor running current read against the nameplate**
Amps read at the disconnect under the site's energized-work procedure and its PPE, within the nameplate rating and compared with last year's reading. 1 photo required
- ☐ **Wheel speed measured with a tachometer**
Tachometer reading compared with the fan schedule and last year's baseline, a drop pointing to belt slip, a failing motor or a wrong speed setting. 1 photo required
- ☐ **Annual readings filed as the fan's new baseline**
Current, speed, airflow and wheel condition entered on the fan's record so next year's service has figures to compare against. No photo required