

Exhaust fan quarterly maintenance checklist

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

Who runs it: The HVAC or maintenance tech on the quarterly roof and mechanical round. When: Every quarter, walked with the rest of the roof equipment. Fans fail quietly because nobody occupies the roof.

Access and lockout

- ☐ **Access and fall protection set up per the site plan**
Roof hatch, ladder or lift used as the site plan sets out, tie-off or guardrail in place wherever the fan sits near an unprotected roof edge. No photo required
- ☐ **Lock and tag applied at the fan disconnect**
Disconnect opened, lock and tag hung under the site's procedure, fan tried from its normal control and stays stopped before any cover comes off. 1 photo required

Drive and wheel

- ☐ **Belt tension, alignment and condition checked**
Deflection against spec, sheaves aligned, no dusting or glazing on the belt. No photo required
- ☐ **Wheel spins free with no rub or play**
Wheel rotated by hand with power locked out, no contact with the housing, bearings smooth. 1 photo required
- ☐ **Wheel hub set screws and key tight on the shaft**
Hub set screws snug and the key seated on every drive type, sheave set screws checked too on belt drives, no fretting marks on the shaft. 1 photo required
- ☐ **Guards refitted and lock removed by the person who hung it**
Belt guard or motor cover and housing panels back on and fastened, tools cleared from the housing, lock and tag taken off by their owner. 1 photo required

Air path

- ☐ **Shutter or backdraft damper opens fully under airflow**
Fan run and shutter observed fully open, blades not binding, damper closes when the fan stops. No photo required
- ☐ **Hood, curb and screen clear and intact**
No grease, lint or debris restricting discharge, screen in place, hood sealed to the curb. 1 photo required
- ☐ **Fan inlet connection sealed with no gaps or tears**
Flexible connector, curb opening or duct collar at the inlet intact, no torn fabric or open seams letting the fan draw from the wrong space. 1 photo required
- ☐ **Exhaust drawing at a served grille**
Tissue or vane reading at a grille in the area the fan serves shows air pulling in, weak or reversed flow noted for follow-up. 1 photo required

Operation

- ☐ **Fan runs through its control sequence**
Started from its normal control (switch, schedule or interlock), not just the local disconnect. 1 photo required

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| ☐ | No abnormal vibration or noise under load
Unit observed at speed, no rattling panels, no vibration transferring to the curb or duct. | 1 photo required |
| ☐ | Local disconnect and whip in sound condition
Disconnect cover closed and weathertight, conduit or flexible whip secured, no cracked jacket, rust or water inside the enclosure. | 1 photo required |
| ☐ | Round findings logged against the fan tag
Condition, any noise or airflow shortfall and deferred work entered on the fan's record so the next quarter starts from this one. | No photo required |