

Smoke control fan annual maintenance checklist

The annual smoke control 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 NFPA 92, IMC (mechanical code). Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The mechanical service lead inspects and documents; the licensed tech runs and certifies the annual dedicated test with the AHJ witnessing. When: Once a year, scheduled around the dedicated test so the fan, dampers and controls are already clean and verified before the AHJ walk.

Deep clean and mechanical

- ☐ **Wheel, housing and dampers cleaned and fasteners re-torqued**
Blades clean to bare surface, housing sound, mounting and curb hardware tight, curb flashing and sealant intact. **2 photos required**
- ☐ **Motor and drive inspected under load**
Windings clean, connections tight, no heat discoloration, drive quiet and free of vibration transferring to the curb or duct. **1 photo required**

Damper actuation

- ☐ **Each control and smoke damper actuator exercised to both positions**
Actuator drives fully open and fully closed, spring return works on loss of signal, end switches prove the position. **2 photos required**

Test support and documentation

- ☐ **Condition documented for the tech's dedicated test**
As-found condition, cleaning and any repairs photographed and logged; readings taken by the tech recorded against the fan's design intent. **1 photo required**