

Smoke control fan quarterly maintenance checklist

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

Who runs it: The mechanical or life-safety tech on the quarterly round; findings are documented, not certified. When: Every quarter between the annual dedicated tests, because a pressurization fan that sits idle all year is the one that fails when the alarm calls it.

Fan and drive

- ☐ **Fan starts on its smoke-control command, not just the local switch**
Fan initiated through the fire alarm or firefighter's control interface and observed to start and run, not bumped from the disconnect. 2 photos required
- ☐ **Belt, wheel and bearings sound with no rub or noise**
Belt tension and alignment against spec, wheel spun free with power locked out, no bearing whine or vibration at speed. 1 photo required

Air path and dampers

- ☐ **Associated smoke and control dampers stroke to their smoke position**
Each damper in the path observed fully open (or fully closed) for its smoke mode, linkage free, blades not binding. 2 photos required
- ☐ **Intakes, relief louvers and shafts clear**
Pressurization intake, stair relief and exhaust path free of storage, snow screens and debris, nothing choking the opening. 1 photo required

Power and controls

- ☐ **Standby or emergency power source to the fan confirmed**
Fan observed running on its standby source (generator or alternate feed) where provided, transfer confirmed, not assumed. 1 photo required