READY TO INSPECT — FIELD CHECKLIST

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.

Notice and test setup

- [ ] Monitoring company, owner and occupants told before the run
  Monitoring company told signals may come in, owner told which fans and zones will run, occupants warned stair doors may pull hard, and the owner's impairment procedure followed.
  No photo required

- [ ] Smoke control panel set for the test by the qualified tech
  Fire alarm or smoke control panel put in test per the owner's procedure by the qualified fire alarm tech, so the run neither dispatches the fire department nor starts other zones.
  No photo required

- [ ] Automatic self-test result read at the firefighter's panel
  On dedicated systems with an automatic self-test, the latest result and any fault since the last round read at the firefighter's smoke control panel or its log.
  No photo required

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

- [ ] Air moving the right way for the fan's smoke mode
  Wheel turning per the housing arrow and air moving into the stair or shaft for pressurization, or out of the building for exhaust, checked at the intake or discharge.
  No photo required

- [ ] Lock and tag applied at every source feeding the fan
  Fan disconnect, any drive or bypass feed and the standby-power feed locked and tagged per the site's procedure before hands go near the belt or wheel.
  1 photo 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

- [ ] Guards and panels fastened before the locks come off
  Belt or coupling guard and access panels back on and fastened, tools and people clear, and locks and tags removed by whoever hung them before the fan runs again.
  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

- [ ] Fan run status proven back at the smoke control panel
  Panel shows the fan running from its own proof device, airflow switch or current sensor, not just the start command, and showing off again when the command is released.
  1 photo required

Restore and report

- [ ] Fan left in automatic at every switch that controls it
  Local hand-off-auto, drive keypad and smoke control panel switches all left in auto so the fan answers a smoke command, none left in off or hand after the round.
  1 photo required

- [ ] Test mode cleared and the monitoring company told fans are live
  Test mode taken off the panels by the qualified tech with no trouble left standing, then the monitoring company and owner called that smoke control is live again, calls logged.
  No photo required

- [ ] Faults reported to the owner as impairments, not held
  Any fan, damper, power or proof fault that leaves the system unable to perform logged and reported to the owner as an impairment, not held over for the annual test.
  No photo required