READY TO INSPECT — FIELD CHECKLIST

Fire and smoke damper annual maintenance checklist

The annual fire/smoke damper 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 80, NFPA 105, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The damper service tech performing the operational test at the required interval, with the ceilings opened for access. When: At the operational test interval, coordinated with the fire alarm so smoke and combination dampers can be driven from an actual signal and the HVAC shut down for the test.

Notice and coordination

- [ ] Monitoring company and owner notified before damper testing
  Monitoring company told test signals are coming, the owner told of the HVAC shutdown and zones affected, and the owner's impairment procedure followed.
  No photo required
- [ ] Smoke damper test coordinated with the fire alarm contractor
  Fire alarm contractor booked to initiate each zone's command, with the zone list, sequence and fan shutdowns agreed with the owner before testing.
  No photo required

Operational test

- [ ] Damper cycled fully closed and reopened
  Fire damper dropped by releasing the link, smoke or combination damper driven closed from the actuator or alarm signal, full closure and reopen observed.
  3 photos required
- [ ] Full closure and seating verified against airflow
  Blades seat completely with no gap, spring or actuator closes them against airflow on dynamic-rated dampers, with fans off on static-rated ones, latches or catches engaging.
  2 photos required
- [ ] Smoke damper answers its own zone's alarm or BAS command
  The command for this damper's zone, sent by the fire alarm contractor or the BAS, closes this damper and not a neighbor, and its end switches report closed.
  No photo required

Link and actuator

- [ ] Fusible link condition and rating checked
  Link free of paint and corrosion, rating correct for the location, reinstalled or replaced per the manufacturer after a drop test.
  1 photo required
- [ ] Actuator, springs and linkage serviced
  Return spring and linkage move freely without binding, actuator drives fully and its wiring is sound on smoke and combination dampers.
  1 photo required

Installation

- [ ] Sleeve, retaining angles and duct connection inspected
  Sleeve gauge and length correct, retaining angles present on both sides of the barrier, annular space and breakaway connection per the manufacturer.
  2 photos required
- [ ] Duct clear of obstructions at the damper
  Duct interior at the damper free of debris, liner or dropped material that would block the blades from closing fully.
  1 photo required

Reset and record

- [ ] Every tested damper reset and left open
  Fire dampers relatched on a sound link, smoke and combination dampers commanded open, and the blades seen fully open before each access door closes.
  1 photo required
- [ ] Damper test tag marked at the access door
  Tag or label at the access door shows the test date and result, so the next round can see which dampers were tested.
  1 photo required
- [ ] Fire alarm reset and HVAC returned to normal
  Fire alarm panel back to normal with no damper signal standing, and the air handlers shut down for the test restarted and running.
  1 photo required
- [ ] Monitoring company and owner told the dampers are back in service
  Monitoring company confirms normal monitoring is restored, the owner is told, and any impairment is closed in the owner's log.
  No photo required
- [ ] Damper schedule updated with each test result
  Each damper's result, any link replaced and any failure to close or reopen entered on the damper schedule, with failures reported to the owner for repair.
  No photo required