

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.

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 normal duct airflow, latches or catches engaging. 2 photos 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