

Fire and smoke damper quarterly maintenance checklist

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

Who runs it: The mechanical or life-safety tech on the quarterly round through the ceilings and mechanical shafts. When: Every quarter as an accessibility and condition round, confirming each damper can still be reached and inspected ahead of the operational cycle test.

Access and identification

- ☐ **Access door located, operable and correctly sized**
Access door present at each damper, opens and reseals, large enough to reach the link and actuator, not sealed over by other trades. 2 photos required
- ☐ **Damper label and rating legible**
Manufacturer label and rating readable, damper identified as fire, smoke or combination, matched to the barrier it protects. 1 photo required

Visible condition

- ☐ **Blades, frame and sleeve observed in the open position**
Blades fully open and clear, frame and sleeve free of corrosion or distortion, no drywall mud or debris packed into the assembly. 2 photos required
- ☐ **Fusible link or actuator visible and connected**
Fusible link intact with its linkage connected, or the actuator and wiring in place, nothing painted over or jammed. 1 photo required