READY TO INSPECT — FIELD CHECKLIST

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.

Before the round

- [ ] Damper schedule and prior deficiencies reviewed
  Current damper schedule and the last round's open items in hand, so every damper on the route is visited and earlier problems are rechecked.
  No photo required
- [ ] Owner and monitoring company told before dampers are disturbed
  Owner told which floors and ceilings will be opened, and the monitoring company warned where work near duct detectors or end switches could signal.
  No photo required

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
- [ ] Site field tag number matched to the damper schedule
  The site's tag at the access door or ceiling carries this location's number from the damper schedule, with missing or swapped tags noted for the owner.
  1 photo required
- [ ] Path to the access door kept clear
  Ceiling tile or access panel below the damper removable, and no new pipe, conduit or equipment blocks reaching the access door.
  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
- [ ] Rated wall or floor around the damper undamaged
  Barrier around the sleeve free of new holes, cracks or cut-outs by other trades since the last round.
  1 photo required

- [ ] Smoke damper position at the BAS matched to the blades
  On smoke and combination dampers with end switches, the open status at the BAS or smoke control panel matches the blade position seen at the door.
  No photo required

Close out the round

- [ ] Access doors closed and latched after inspection
  Each access door opened on the round closed and latched tight, ceiling tiles back in place, and no door left ajar in the duct.
  1 photo required
- [ ] Damper schedule updated with the round's findings
  Each damper marked accessible or not, with blocked doors, missing labels and damage listed on the schedule for the owner to act on.
  No photo required
- [ ] Monitoring company and owner told the round is finished
  Monitoring company told work near the detectors has ended, and the owner given the list of dampers that could not be reached.
  No photo required