Manual Volume-Control Damper Installation Inspection

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Project	Location	Status

Date	Completed by

Confirm damper location

No.	Done	Check / Requirement	Result	Notes / Evidence
1	☐	Confirm the manual volume-control damper is installed in the branch duct identified on the applicable installation drawings.		

Confirm safe inspection condition

No.	Done	Check / Requirement	Result	Notes / Evidence
2	☐	Before operating the damper or opening an inspection panel, confirm that any shutdown, isolation, and access precautions required by the site inspection procedure are in place.		

Record initial setting

No.	Done	Check / Requirement	Result	Notes / Evidence
3	☐	Record the damper's initial indicated position or mark the operator position before releasing the lock.		

Verify mounting orientation

No.	Done	Check / Requirement	Result	Notes / Evidence
4	☐	Check the damper's mounting and shaft orientation against the manufacturer's installation instructions.		

Verify airflow arrow

No.	Done	Check / Requirement	Result	Notes / Evidence
5	☐	If an airflow-direction arrow is provided, verify that it matches the intended airflow direction shown in the duct design. Mark this check not applicable if no arrow is provided.		

Check mounting security

No.	Done	Check / Requirement	Result	Notes / Evidence
6	☐	Verify that the damper casing is secured to the duct using the attachment arrangement specified in the installation details.		

Check casing condition

No.	Done	Check / Requirement	Result	Notes / Evidence
7	☐	Check the casing for visible distortion that could interfere with blade movement.		

Verify shaft and lock access

No.	Done	Check / Requirement	Result	Notes / Evidence
8	☐	Verify that the operating shaft, handle, and locking hardware can be reached for adjustment and tightening with the intended insulation and surrounding services in place.		

Check handle clearance

No.	Done	Check / Requirement	Result	Notes / Evidence
9	☐	Verify that the handle has clearance from insulation, ductwork, and surrounding services throughout its intended travel.		

Inspect locking hardware

No.	Done	Check / Requirement	Result	Notes / Evidence
10	☐	Verify that the locking hardware shown in the manufacturer's installation details is present and undamaged.		

Release the lock

No.	Done	Check / Requirement	Result	Notes / Evidence
11	☐	Release the locking mechanism using the manufacturer's specified method before attempting to adjust the damper.		

Check blade travel

No.	Done	Check / Requirement	Result	Notes / Evidence
12	☐	Operate the damper through its intended adjustment range and check for binding, scraping, or obstruction. Do not force the mechanism past its stops.		

Verify shaft-to-blade movement

No.	Done	Check / Requirement	Result	Notes / Evidence
13	☐	Using an existing inspection opening or manufacturer-provided verification means, confirm that the blade or blades follow shaft movement without slipping. Do not infer blade movement solely from handle movement.		

Verify position indication

No.	Done	Check / Requirement	Result	Notes / Evidence
14	☐	If an external position indicator is fitted, verify that it agrees with the observed blade position at the open and closed ends of the intended travel. Mark this check not applicable if no indicator is fitted.		

Restore the required setting

No.	Done	Check / Requirement	Result	Notes / Evidence
15	☐	Return the damper to its recorded initial setting unless an authorized final setting is specified; record the setting left in place.		

Secure and verify the lock

No.	Done	Check / Requirement	Result	Notes / Evidence
16	☐	Secure the locking mechanism according to the manufacturer's instructions. Verify that it engages the operator and that tightening does not shift the selected setting; use any manufacturer-specified holding test without forcing the operator.		

Close inspection openings

No.	Done	Check / Requirement	Result	Notes / Evidence
17	☐	Close and secure any inspection panel opened for the check, restoring its seals and insulation where disturbed.		

Comments / Follow-up

Checklist guidance

A branch-duct damper may appear correctly installed while still having restricted blade travel, inaccessible locking hardware, or a handle that moves without driving the blades. This article supports the approved installation checklist by explaining the main inspection priorities and how to interpret findings without changing the checklist's scope.

1. Use the applicable drawings, manufacturer's instructions, and site inspection procedure as the references for the approved checklist.

2. Follow the checklist sequence, confirming safe inspection conditions and recording the initial setting before releasing the lock.

3. Assess mounting, access, clearance, and operation using the verification methods specified in the checklist. Do not substitute handle movement for observed blade movement.

4. Record inaccessible or unverifiable checks as unresolved. Use not applicable for the airflow-arrow or position-indicator checks only when the relevant feature is absent.

5. Complete the checklist by restoring and recording the required setting, verifying the lock, and securing any inspection opening used.

Tick the box when complete. Record Not done or N/A in Result and note any follow-up.