Checklist: annual inspection of power-operated windows

For caretakers, facility management and maintenance companies. Power-operated windows must be inspected regularly, at least once a year, by a competent person (in Germany: ASR A1.6). This list helps with the visual inspection of ventilation windows with chain, linear or rack-and-pinion actuators.

Building: _____ Room/window no.: _____ Date: _____ Inspector: _____

Check item	What to look for	OK	Defect
Mounting	Brackets and screws tight, no cracks, no play at the sash	☐	☐
Corrosion	Chain, spindle/rack and screws free of rust; check especially in damp rooms	☐	☐
Mechanics	Chain or spindle runs smoothly, not bent, not dirty	☐	☐
Travel	Actuator opens and closes fully, without jerking or unusual noises	☐	☐
End positions	Actuator switches off by itself when open and closed; sash closes tightly	☐	☐
Synchronisation	With 2 actuators per sash: both run at the same time, sash does not twist	☐	☐
Cables	No chafing, strain relief fitted, connections dry	☐	☐
Operation	Push buttons/switches labelled and working; control responds	☐	☐
Sensors	Wind and rain sensor trigger and close the windows	☐	☐
Pinch points	Warning/protection in place; no danger in the travel range	☐	☐
Records	Result, defects and replaced parts noted	☐	☐

Defects / notes:

_____

_____

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Important

This list does not replace an inspection according to the manufacturer's instructions. Smoke and heat exhaust systems (SHEV) are subject to additional maintenance and inspection obligations; only specialist companies may work on them. Work on 230 V only by a qualified electrician.

Actuator faulty? Send a photo of the type plate to Vent Systems: ventsystems.de/en/ · Tel. +49 40 50694631 · info@ventsystems.de

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