



# Checklist of Services Performed

Area around appliance must be free of personal belonging  
for service to be performed

## General Gas Furnace Service Checklist

- Check operation of safety limit controls
- Check temperature set points
- Check operation of thermostat
- Lubricate blower and motor bearings as required
- Clean and inspect blower assembly
- Check blower speed and operation
- Check pressure switches and vent blower (if applicable)
- Inspect burners and clean if required
- Examine vent connector and inspect entire venting system and termination
- Check and adjust pilot light (if applicable)
- Check flame rectification
- Measure stack (flue) temperature
- Check gas piping to furnace
- Clean air filters and re-install - Instruct customer on filter maintenance
- Check and adjust manifold gas pressure
- Clock appliance to verify correct input
- Combustion / ventilation air adequate
- Check for elevated carbon monoxide levels
- Inspect heat exchanger
- Check temperature difference between supply and return plenums
- Clean equipment interior/exterior

## General Hot Water Heater Checklist

- Check operation of safety limit controls
- Check water pressure and temperature relief valve
- Check expansion tank (if applicable)
- Check operation of thermostat
- Check pressure switches and vent blower (if applicable)
- Inspect burners and clean if required
- Test ignition device and clean if required
- Examine vent connector and inspect venting system
- Check vent damper operation (if applicable)
- Check and adjust pilot light (if applicable)
- Check flame rectification
- Measure stack (flue) temperature
- Check gas piping
- Check and adjust manifold gas pressure
- Clock appliance to verify correct input
- Two pipe systems: check the fresh air supply vent (outside) for blockage such as dust, garden debris, snow etc. and remove build-up with a vacuum cleaner or damp towel or
- One pipe systems: check combustion/ventilation air is adequate

Inspect heat exchanger

Clean equipment interior/exterior

Flush out the heat exchanger and/or storage tank as per manufacturer's instructions to remove hard water deposits

### **Gas fireplace cleaning and servicing checklist**

Clean glass and unit according to the manufacturer's guidelines

Check the entire vent system and termination for condition and operation

Inspect the explosion relief flappers and glass door gaskets to ensure a proper seal

Inspect the burner, venturi and air openings

Inspect the gas valve, gas components, and pilot system

Refer to the manufacturer's manual to ensure proper log placement

Verify correct operation of all optional equipment; fans, thermostats, remote control, safeties etc.

Keep the fireplace area clear and free of combustible materials, flammables or items that could be damaged from high heat

### **General Gas Boiler Checklist**

Check operation of safety limit controls

Check pressure relief valve

Check water pressure and temperature set points

Check operation of safety limit controls

Check pressure relief valve

Check water pressure and temperature set points

Check operation of safety limit controls

Check pressure relief valve

Check water pressure and temperature set points

Examine vent connector and inspect venting system

Check vent damper operation (if applicable)

Check and adjust pilot light (if applicable)

Check flame rectification

Measure stack (flue) temperature

Check gas piping to boiler

Check and adjust manifold gas pressure

Lock appliance to verify correct input

Combustion / ventilation air adequate

Check for elevated carbon monoxide levels

Inspect heat exchanger

Check temperature difference between supply and return piping

Clean equipment interior/exterior

**Leave completed checklist with customer**

**Gas contractor name and number**

**Gas fitter name and number**