



# FURNACE MAINTENANCE CHECKLIST

 **801-982-0334**

DATE: \_\_\_\_\_

CUSTOMER: \_\_\_\_\_

UNIT LOCATION: \_\_\_\_\_

TECHNICIAN: \_\_\_\_\_

✓ COMPLETE	TASK	NOTES
<input type="checkbox"/>	Ensure the unit is operating normally by cycling through a brief call for heat. If it is not, inform customer immediately and convert call to a repair with their permission.	
<input type="checkbox"/>	Remove and check furnace filter and return for debris and dirt.	
<input type="checkbox"/>	Inspect blower wheel and blower motor/fan belt. Clean and oil if necessary.	
<input type="checkbox"/>	Remove and clean flame sensor/check thermocouple.	
<input type="checkbox"/>	Remove and clean burners.	
<input type="checkbox"/>	Inspect heat exchanger if possible.	
<input type="checkbox"/>	Remove and clean pilot assembly on older units.	
<input type="checkbox"/>	Clean interior and exterior of cabinet of dirt and debris.	
<input type="checkbox"/>	Check all safety devices.	
<input type="checkbox"/>	Inspect all wiring and electrical connections.	
<input type="checkbox"/>	Check thermostat including heat anticipator settings on older units.	
<input type="checkbox"/>	Run unit for at least ten minutes, then check temperature rise against the nameplate rating.	
<input type="checkbox"/>	With unit running, test for gas leaks.	
<input type="checkbox"/>	With unit running, test for carbon monoxide at the closest register to unit.	

**NOTES / RECOMMENDATIONS:**

**SYSTEM OPERATION:**

- SATISFACTORY
- NEEDS ATTENTION
- SEE NOTES

TECHNICIAN SIGNATURE: \_\_\_\_\_

CUSTOMER SIGNATURE: \_\_\_\_\_