

30-POINT FIREPLACE MAINTENANCE CHECKLIST

Our fireplace servicing crew perform a 360° tune-up, cleaning, and safety inspection on your fireplace. We cover every component of the unit to ensure not only that it's operating at peak performance, but also to avoid any future safety risks or large, costly repairs. We're equipped with the latest equipment to identify any *gas leaks, carbon monoxide emissions, and performance related issues*. After servicing your fireplace, we'll provide you with a complete checklist of the tests conducted and actions performed. Listed below are a few of the tasks carried out in our tune-up and inspection:

- 1. Perform carbon monoxide emissions test
- 2. Examine and tighten all gas connections and fittings
- 3. Conduct gas leak test on all gas connections
- 4. Inspect log-set for any cracks or signs of failure
- 5. Remove and clean log-set
- 6. Replace glowing embers and reconstruct log placement
- 7. Inspect glass assembly for proper placement and sealing
- 8. Inspect glass for scratches, chippings, and cracks.
- 9. Remove and clean front and back of glass
- 10. Ensure tight wiring connections in safety controls, thermostat, and wall switches
- 11. Ensure proper calibration and operation of thermostat/switches
- 12. Inspect combustion chamber for rust, corrosion and cracking
- 13. Vacuum and remove soot and debris from firebox, control bay, and valve assembly
- 14. Measure gas valve's input & output pressure level to ensure proper functioning
- 15. Clean thermocouple and thermopile connections
- 16. Test thermocouple and thermopile for proper output voltage
- 17. Inspect burner for cracks and corrosion
- 18. Remove and clean pilot and burner assembly (including air shutters)
- 19. Check pilot assembly to ensure a smooth non-delayed ignition
- 20. Ensure proper pilot flame alignment with sensor
- 21. Measure heat output and adjust air shutters to maintain optimum flame output
- 22. Ensure proper flame and burn characteristics (*flame impedance & colour*)
- 23. Inspect fan-blower assembly
- 24. Vacuum fan-blower assembly
- 25. Test and adjust fan-blower blades and controls if needed
- 26. Relight the pilot and ensure all safety functions are working properly

- 27. Inspect and test shut-off controls and proper functioning of on/off switch
- 28. Confirm fireplace clearances meet code
- 29. Cycle unit at least 5 times to ensure proper combustion and operation
- 30. Inform homeowner of any potential recommendations, and answer any questions posed

Approximate age of fireplace: _____

I hereby certify that the inspection and corrective measures or adjustments noted were performed.

Technician Name: _____ Date: _____

Technician Signature: _____ Gas License Number: _____

Customer Name: _____ Date: _____

Customer Signature: _____ Invoice Number: _____

