



FALL CLEAN & CHECK CHECKLIST

Date: _____

Your Year Round Comfort Source!

CUSTOMER _____

TECHNICIAN _____

ADDRESS _____

- Heat exchanger will be examined for cracks and deterioration.** Heat exchangers can develop cracks with age. If they exist, there is a risk of serious illness from toxic fumes emitted.
COMMENTS: _____
- Air filter(s) will be inspected.** Dirty air filters restrict airflow and cause system to work harder, resulting in higher energy costs, less efficient heating, and possible malfunction.
COMMENTS: _____
- Burner assembly will be cleaned and adjusted.** Dirty burners can cause poor combustion.
COMMENTS: _____
- Thermocouple and flame sensors will be checked for proper operation.** A defective thermocouple or flame sensor will cause the furnace to shut down.
COMMENTS: _____
- Fan switch will be checked and adjusted as needed.** A fan switch that is not properly adjusted can waste energy or cause nuisance fan cycling.
COMMENTS: _____
- Pilot will be monitored.**
COMMENTS: _____
- Safety controls will be operationally checked.** Defective safety controls are an integral part of your system and prevent damage to the main components in case of a malfunction.
COMMENTS: _____
- Blower wheels will be inspected.** Dirty blower wheels reduce airflow, causing longer operating time and increased cost. This problem can lead to lost comfort and compressor failure.
COMMENTS: _____
- Gas line will be leak checked from the furnace shutoff valve to the burners.**
COMMENTS: _____
- Combustion air openings will be checked.** Blocked or restricted combustion air openings can be dangerous.
COMMENTS: _____
- Flue pipe will be inspected to ensure proper venting, condition of material, and that there are no obstructions.** Flue pipe corrossions or leaks are dangerous.
COMMENTS: _____
- All panels will be secured.** Loose panels can be noisy, increase operating cost, and become a safety issue.
COMMENTS: _____
- Relays and contactors will be inspected.** Worn contacts and loose wire connections can lead to a motor or compressor failure.
COMMENTS: _____
- Thermostat will be tested for proper operation.** The thermostat not only controls the temperature in the home, but controls the cycle rate of your equipment. If your thermostat is faulty, it will affect your comfort and cause extended or shortened cycle runs – costing more energy dollars and possibly damaging components of your system.
COMMENTS: _____
- Determine temperature rise.** The degree of temperature rise is critical for proper heating temperature; if it is too high it could possibly damage you heat exchanger.
COMMENTS: _____
- Check inducer motor for proper operation.** The bearings on an inducer motor may wear over time with the ranges of heat it is exposed to. A bad inducer motor will cause your furnace to shut down.
COMMENTS: _____
- Reversing valve/auxiliary heat strips will be checked.** A reversing valve or heat strips that are not operating correctly can waste energy and cause heat loss.
COMMENTS: _____

OVERALL COMMENTS: _____

Customer Signature: _____

