



# Furnace Tune-up Checklist

Property Name:	Date:
Building Address:	Technician's Name:

**Check off the following tasks as completed for each furnace and include comments in space below. Print copies as needed, if completing by hand. Combustion Analyzer Test is not required for furnace tune-ups. Furnace must be operational after the tune-up in order to receive an incentive.**

Answer yes (Y) or no (N) to all items. If answer is no or blank, explain why in the Notes column. If no explanation is given, furnace will not be eligible for an incentive.														
APT. #	UNIT MODEL #	UNIT BTU	UNIT SERIAL #	1	2	3	4	5	6	7	8	9	10	NOTES

- 1 = Was furnace operating upon arrival? If not, explain in notes.
- 2 = Adjust air flow and reduce excessive stack temperatures.
- 3 = Adjust burner and gas input.
- 4 = Clean burners, combustion chamber and heat exchange surface when operating schedule permits.
- 5 = Clean and inspect burner nozzles.
- 6 = Check for proper venting.
- 7 = Complete visual inspection of system piping and installation.
- 8 = Check safety controls.
- 9 = Check adequacy of combustion air intake.
- 10 = Was furnace operational upon leaving?