

## Fuel Oil Forced Air Furnace Checklist

### CUSTOMER INFORMATION

Account Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name/Business: \_\_\_\_\_

Service Address: \_\_\_\_\_

Appliance Manufacture & Date: \_\_\_\_\_

Model# \_\_\_\_\_ Serial# \_\_\_\_\_

### INSPECTION CHECKLIST - (TECHNICIAN TO PUT INITIALS ON EACH COMPLETED ITEM)

- \_\_\_\_\_ 1. Visual Inspection of Chimney
- \_\_\_\_\_ 2. Check Chimney Base
- \_\_\_\_\_ 3. Check Tank Gauge for Proper Functioning
- \_\_\_\_\_ 4. Inspect for Kinks or Defects in Fuel Oil Line
- \_\_\_\_\_ 5. Inspect and Clean CAD Cell
- \_\_\_\_\_ 6. Check Ohms on CAD Cell (Ohm: \_\_\_\_\_)
- \_\_\_\_\_ 7. Safety Check of Primary Control
- \_\_\_\_\_ 8. Change Nozzle and Oil Filter
- \_\_\_\_\_ 9. Inspect Retention Head
- \_\_\_\_\_ 10. Adjust Electrodes
- \_\_\_\_\_ 11. Inspect Fan and Clean
- \_\_\_\_\_ 12. Check Capacitor on Fan (Non-Variable Speed Fans)
- \_\_\_\_\_ 13. Check Pump Pressure to Manufacture Specifications (PSI: \_\_\_\_\_)
- \_\_\_\_\_ 14. Inspect and Clean Inducer Fan (If Applicable)
- \_\_\_\_\_ 15. Perform Combustions Analysis (O2: \_\_\_\_\_ CO2: \_\_\_\_\_ CO: \_\_\_\_\_ Efficiency: \_\_\_\_\_)
- \_\_\_\_\_ 16. Remove Cleaning Ports - Brush & Vacuum Heat Exchanger
- \_\_\_\_\_ 17. Seal Ports and Inspection Door
- \_\_\_\_\_ 18. Check Thermostat (Replace Batteries if Necessary)
- \_\_\_\_\_ 19. Replace Air Filter (Filter Size: \_\_\_\_\_)
- \_\_\_\_\_ 20. Inform Customer of Equipment Condition and Recommend Necessary Repairs:

### INSPECTION COMPLETED BY

Inspection Date/Time: \_\_\_\_\_

Customer Signature: \_\_\_\_\_

Tech Name & Signature: \_\_\_\_\_