



# Heating Tune-Up Checklist

125 Hillside Avenue, South River, NJ 08882 • (732) 238-9300 • www.alpinegreen.net

## Customer Information

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_  
Home Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Equipment Being Checked

Tune-Up Date: \_\_\_\_\_  
Description: \_\_\_\_\_ Manufacturer: \_\_\_\_\_ Installation Date: \_\_\_\_\_  
Model #: \_\_\_\_\_ Serial #: \_\_\_\_\_ Thermostat Model #: \_\_\_\_\_

## Diagnostics and Testing

System-Wide Inspection Outdoor Ambient Temp: \_\_\_\_\_ °F Chimney Type: \_\_\_\_\_

- Inspect and tighten all electrical connections and terminals.
- Insure correct supply voltage at rest, start, and run.
- Thoroughly clean or replace air-filter(s). Size: \_\_\_\_\_  Replace at next service.
- Examine complete system for code violations and possible safety problems.

### Heating System Inspection

- Inspect, clean and adjust main gas burners.
- Inspect, clean and adjust ignition/pilot system (if applicable).
- Brush and vacuum the heat-exchanger(s) and combustion chambers.
- Inspect heat-exchanger(s) and combustion chambers for cracks, rusting, or problems.
- Vacuum out blower compartment, return box, and surrounding area (if applicable). No duct cleaning.
- Inspect blower motor, drive mechanism and fan assembly.
- Inspect motor and fan bearings as well as other moving parts as necessary.
- Measure and record electrical voltage, amperage, and component resistance. Volts: \_\_\_\_\_ Amps: \_\_\_\_\_
- Inspect and test all system transformers, relays, switches, and safety controls.
- Inspect the flue assembly flue gas drafting mechanism.
- Test gas pressure (if applicable).
- Monitor heating cycle and system output. Temp(s): \_\_\_\_\_ °F \_\_\_\_\_ °F
- Check thermostat operation.
- Turn on/check humidifier operation.  Change water panel. Size: \_\_\_\_\_

## Recommendations

- Thorough blower motor cleaning (\$60.00)
- Thorough coil cleaning (\$195.00)
- Enroll in a Service Contract
- System replacement
- Part replacement: \_\_\_\_\_
- Other: \_\_\_\_\_

## Technician's Comments

## Technician's Signature

## Overall Condition of Equipment