



One Call Solves It All!

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 www.ashtonservicegroup.com

AVP #: _____

JOB #: _____

FURNACE TUNE-UP CHECKLIST

CUSTOMER NAME: _____

EMAIL: _____

ADDRESS: _____

DATE: _____

FILTER SIZE/TYPE: _____

Phone: _____

Furnace Make:	Approx Age:	Model #:	Serial #:
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SAFETY AND QUALITY	N/A	COMMENTS	OK	REQ. ATTN
1. Test for Carbon monoxide at furnace				
2. Test gas pilot safety system				
3. Check combustion ventilation air supply				
4. Check for gas leaks downstream of the gas shutoff valve				
5. Check and advise customer to remove hazardous materials from near furnace area				
FURNACE				
6. Inspect thermostat				
7. Visually inspect heat exchanger if accessible				
8. Clean and check main burners if accessible				
9. Clean burner vestibule				
10. Check Pilot, clean and adjust as necessary				
11. Examine flue and vent conditions				
12. Test operation of safety limits				
13. Check electrical control wiring				
14. Inspect filters and/or air cleaners				
15. Lubricate motor and fan conditions				
16. Check motor and fan conditions				
17. Check and adjust tension and alignment of fan belt pulleys				
18. Test pressure switches if applicable				
19. Test operation of primary limit switches				
20. Check operation of vent or blower if applicable				
21. Check operation of inducer if applicable				
22. Test sequence of operation of ignition system				
23. Check condition of condensate line and pump				
24. Check secondary heat exchanger if accessible				
Advised customer of Carbon Monoxide Detectors				
Advised customer of air filters change and annual maintenance service				
Additional Comments and Suggestions				

Customer: _____

Technician: _____

Signature: _____

Signature: _____