# Complete Furnace Maintenance Checklist

**Julian Erickson / Gas / 16 Jun 2023**

<table>
<thead>
<tr>
<th>Score</th>
<th>100%</th>
<th>Flagged items</th>
<th>0</th>
<th>Actions</th>
<th>0</th>
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</thead>
</table>

**Inspected by**  
Julian Erickson

**Furnace Type**  
Gas

**Conducted on**  
16.06.2023 21:45 PST

**Location**  
Wheatland, CA, USA  
(39.008843, -121.4238891)
# Inspection

<table>
<thead>
<tr>
<th>Inspection</th>
<th>100%</th>
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## Pre-inspection

Turn off the electrical and fuel supply before working on your furnace

- The electrical supply is usually a red switchplate near the stairs or the burner
- The fuel supply is usually near the oil tank or the incoming gas pipe

### Electrical and fuel supply has been turned off

- [x]

## Clean

If you are unable to clean the furnace thoroughly, contact a professional

### Sweep or vacuum dust from around the furnace and registers so air can flow freely

- Yes

### Vacuum the burners and around the base of the furnace

- Yes

### Use a flashlight to spot any soot that’s collected, indicating poor combustion

- Yes

Soot build up spotted. Will contact a furnace technician to fix issues that can't be addressed by cleaning e.g. rusting, damage to heat exchanger, etc

### Remove the bolts securing the blower and gently lift it out

- Yes

### Use a small brush and vacuum to clean the blower blades properly

- Yes

### Remove the lower door and vacuum the blower compartment

- Yes

### Clean the belts and pulleys that lead to the blower

- Yes

### Vacuum the heat vents in your home (do this annually before winter begins)

- Yes

## Replace Disposable Filters

### Open the filter access and remove the filter

- Yes

### Check the filter size and type and note this on or near the furnace in permanent marker

- Yes
- If you use a pleated or polyester filter, change every three (3) months
- If you use a fiberglass filter, change it monthly
- If you smoke inside or have pets, change it each month regardless of filter type
- For a permanent filter, follow the manufacturer's instructions, attached to the furnace itself

**Place the old filter in the trash, not the recycling**

<table>
<thead>
<tr>
<th>Using a permanent filter.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Close the filter access, using the clasps to ensure it remains shut</strong></td>
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</table>

**Inspect**

| Ensure the combustion air openings are not blocked or restricted | Yes |
|-----------------------------------------------------------------|
| **Inspect the flue pipe for corrosion or leaks** | Yes |

Flue vent pipe is not airtight and is leaking. Will have it fixed asap.

| Check the drive belt leading to the blower for any cracks or frayed edges | Yes |
|------------------------------------------------------------------------|
| **Use a straw to remove dust from the pilot** | Yes |
| **Use an emery cloth to clean the flame sensor and reinsert into the proper bracket** | Yes |
| **Check the vents for rust and leaky water** | Yes |
| **Keep an eye out for loose panels as these can raise your heating bill or cause your furnace to shutdown** | Yes |
| **Look to see that drain lines are clear and draining properly** | Yes |
| **Have a look at your electronic thermostat to see if the batteries need to be changed** | Yes |

Changed the batteries on the thermostat since it's been 11 months from the last replacement.

If you use the same vents for heating and air conditioning, there may be a setting to adjust the dampers based on season.

**Sign off**
Inspector's name and signature

Julian Erickson
16.06.2023 22:18 PST
Media summary

Photo 1

Photo 2