



Clean & Tune Checklist & Certification Form

Customer Name _____ Contractor _____
 EmPower ID _____ Date _____

Equip Make & Model:		Burner Make & Model:		System Type:	Warm air ___ Boiler ___ Fuel _____
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DISCONTINUE C&T AND DISABLE SYSTEM AT ANY POINT THAT SYSTEM IS DETERMINED TO BE UNSAFE TO OPERATE

Please complete all items listed & confirm with a ✓ that the component is in safe & fully-operable condition. Comment as needed.

CONFIRM THAT SYSTEM IS SAFE TO OPERATE		✓	COMMENTS
Confirm that ambient CO is below 35ppm. If not, shut off system, ventilate area, evacuate building. Correct problem before proceeding or disable system.			
Equipment appears safe to operate, sufficient clearance from flammables			
Oil tank condition, oil lines & connections not leaking, oil supply shutoff operative (oil-fired only)			
Gas tank condition, gas lines & connections not leaking, gas supply shutoff operative (gas only)			
Electrical wiring sound, disconnect switch operative			
Flue/vent stack/chimney connected, not blocked, no signs of backdrafting			
Appears to be sufficient air supply for combustion			
Other health & safety concerns (specify under comments or on back)			
Verify that conversion sticker is present (propane only)			
EQUIPMENT SAFETY CHECKS & CONTROLS		✓	COMMENTS
Oil pump operating pressure/pressure after cutoff (test, adjust as needed) (oil-fired only)			___ psi pressure ___ psi after cutoff
Ignition/flame (check, adjust as applicable) if gas, no flame movement when blower starts			Lockout time ___ secs
Thermostat/heat anticipator (check & adjust as needed)			
HOT AIR: Fan switch/high limit control (check, adjust as needed)			
BOILER: No leaks or corrosion anywhere in system/low water cutoff/ aquastat/temp & pressure gauges/backflow regulator/pressure relief/mixing valve/expansion tank/zone valves (check, adjust, repair as applicable)			
EQUIPMENT CLEANING & MAINTENANCE		✓	COMMENTS
Flue/vent stack/ barometric damper/chimney base/cleanout (clean, inspect, adjust, tighten, seal as applicable)			
HOT AIR: Air filter (inspect/replace as needed)			
HOT AIR: Blower motor/fan belt/pulley (clean, inspect, lubricate as applicable)			
HOT AIR: Fan blades or scroll/cabinetry (brush & clean, inspect)			
BOILER: Circulator motor/coupler (inspect, adjust, lubricate as applicable)			
Heat exchanger (clean, inspect)			
HOT AIR: Airflow (dampers operable, in/out temp diff (ΔT) as per mfg'r's specs)			
Heating system operating sequence (observe, adjust as needed & conduct tests)			
Combustion chamber (clean, inspect)			
Transformer (clean, inspect) (oil-fired only)			Replace gaskets as needed
Burner motor (clean, inspect, lubricate as needed) (oil-fired only)			
Oil filter (replace) (oil-fired only)			Type: _____
Oil nozzle (replace or resize to mfg. specifications) (oil-fired only)			Nozzle used: ___ GPH x ___
Oil pump inner housing, strainer, coupling (clean, replace as needed) (oil-fired only)			
Cad cell (wipe clean, test, ohm test if suspect) (oil-fired only)			
Electrodes (clean, inspect, reset, replace as needed) (oil-fired only)			

CONDUCT TESTS AT STEADY STATE AFTER C&T & REPAIRS- PLEASE PROVIDE ALL NUMBERS BELOW OR EXPLAIN OMISSIONS --LEAVE TAG ON BOILER--

Smoke (oil-fired only) _____	Breach (in-flue) Draft _____ IWC or ___ PA
Net Stack Temperature (Stack Temp Minus Room Temp) * _____ °F	Over-Fire (OF) Draft _____ IWC or ___ PA
Carbon Dioxide (CO ₂) _____% OR Oxygen (O ₂) _____%	Ambient (room) Carbon Monoxide (CO) _____ ppm
Steady State Efficiency _____%	Breach (in-flue) Carbon Monoxide (CO) _____ ppm

I, _____, CERTIFY THAT A CLEAN AND TUNE SERVICE WAS PROVIDED TO THIS CUSTOMER AS DOCUMENTED ABOVE