

ELECTRIC FURNACE					
Maintenance / Inspection Checklist					
Canadian Forces Housing Agency's Maintenance and Minor Improvements Standing Offer Document 2020-2024					
Address- Street:		Bldg.nº:		Sub Bldg.nº:	
Date Serviced: DAY/MTH/YEAR			Work Order nº:		
Appliance Information:					
Furnace year Installed:		Make:		Model nº:	
Serial nº:		Thermostat- Make:		Model nº:	
Items to be serviced or inspected:					
Check and Populate applicable box(es) N/A = Not Applicable; C = Completed; A/R = Action Required					
		N/A	C	A/R	Describe Action required:
1.	Thermostat and humidistat – inspected / batteries – replaced				
2.	Air filter: disposable – replaced / reusable – cleaned				
3.	Electrical wiring and connections – inspected, cleaned and tightened				
4.	Blower motor, wheel and fan – inspected and cleaned				
5.	Fan belt tension and alignment – inspected				
6.	Safety limit controls – inspected				
7.	Relays – inspected				
8.	Fuse panel – inspected				
9.	Heat anticipator in thermostat – inspected				
10.	Transformer – inspected				
11.	Sequencers – inspected				
12.	Heating elements – inspected				
13.	Condensate pump, line and pan – inspected and cleaned				
14.	Humidifier tray, float and pad – inspected and cleaned				
15.	Furnace casing – inspected				
16.	Appliance operation after servicing – tested				
Occupant's information: (write "VOID" if RHU is vacant)			Contractor's information:		
Occupant's name:			Technician's name:		
Occupant's signature:			Certificate nº:		

