

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:

