

ABOVEGROUND HEATING OIL STORAGE TANK (AST)

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 :		
AST Information:					
Year Installed:		Make:		Model nº:	
Serial nº:					
Location:		Size: (Litres)		Material: (fiberglass or steel)	
Double walled: (Yes or No)			Feed: (Bottom or Side)		
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.	AST and lines – inspected				
2.	Sight/level gauge – inspected and adjusted				
3.	Vent whistle – inspected				
4.	Fuel filter – replaced				
5.	Legs/anchoring – inspected and stable				
6.	Clearances to combustible materials – inspected				
7.	Lines protection – inspected				
8.	Secondary containment/Spill protection device – inspected				
9.	Fill and vent pipe – inspected				
10.	Tank condition – inspected and touch up				
11.	ULC tag – inspected				
12.	Shut off valve(s) – inspected and tested				
13.	Presence of water – inspected and noted				
14.	AST protected from vehicle impact – inspected				
15.	AST Conforms to applicable codes – inspected				
Occupant's information: (write "VOID" if RHU is vacant)				Contractor's information:	
Occupant's name:				Technician's name:	
Occupant's signature:				Certificate nº:	



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AIR CONDITIONER					
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:					
Year Installed:		Size (tonnes):		Halocarbon inventory #:	
In service weight of halocarbon:				Refrigerant type:	
Outdoor unit- Make:		Model nº:		Serial nº:	
Indoor unit- Make:		Model nº:		Serial nº:	
Items to be serviced or inspected:					
Check/populate applicable box(es) N/A = Not Applicable; C = Completed; A/R = Action Required					
		N/A	C	A/R	Describe Action Required:
1.	Thermostat – inspected / batteries – replaced				
2.	Air filter(s): disposable – replaced / reusable – cleaned				
3.	Electrical wiring and connections – inspected, tightened and cleaned				
4.	Coils and fins (evaporator and condenser) - inspected and cleaned				
5.	Lines, joints and coil – inspected for leaks				
6.	Refrigerant lines – inspected				
7.	Operating pressures – inspected				
8.	Draw on condenser motor and compressor – inspected				
9.	Blower wheel and fan – inspected and cleaned				
10.	Blower air flow – inspected				
11.	Blower air flow across condenser coil – inspected				
12.	Temperatures across air handler – inspected				
13.	Temperatures across condenser coil – inspected				
14.	Condensate pump, line and pan – inspected and cleaned				
15.	Unit leveled and secured – inspected				
16.	Unit exterior casing – inspected				
17.	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:	



AIR EXCHANGER					
Maintenance / Inspection Checklist					
Canadian Forces Housing Agency's Maintenance and Minor Improvements Standing Offer Document 2020-2024					
Address- Street:		Bldg.n°:		Sub Bldg.n°:	
Date Serviced : DAY/MTH/YEAR			Work Order n°:		
Appliance Information:					
Year Installed:		Make:		Model n°:	
				Serial n°:	
Type of installation: (simplified or fully ducted)			Type: (HRV or ERV)		Capacity: (CFM)
Items to be serviced or inspected:					
Check/populate applicable box(es) N/A = Not Applicable; C = Completed; A/R = Action Required					
		N/A	C	A/R	Describe Action required:
1.	Controls – inspected				
2.	Operation modes – inspected and tested				
3.	Air filter(s): disposable – replaced / reusable – cleaned				
4.	Intake and exhaust hoods and grilles – inspected and cleaned				
5.	Recovery core – inspected and cleaned				
6.	Blower motor wheel and fan – inspected and cleaned				
7.	Condensate pump, line and pan – inspected and cleaned				
8.	Appliance exterior casing – inspected				
9.	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 n° :	



BACK WATER VALVE					
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:		
System Information:					
Year Installed:		Make:		Model nº:	
Serial nº:		Location:		Labelled: (yes or 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.	Valve body and gate – inspected and flushed				
2.	O ring (seals) – inspected				
3.	Floats – inspected and cleaned				
4.	Valve – inspected				
5.	System 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:		



BOILER 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:					
Year Installed:		Make:		Model nº:	
Serial nº:			BTU input rating:		
Items to be serviced or inspected:					
Check/populate applicable box(es) N/A = Not Applicable; C = Completed; A/R = Action Required					
		N/A	C	A/R	Describe Action Required:
1.	Automatic gas/fuel control valve assembly – inspected				
2.	Flame spreader – inspected				
3.	Flow switch – inspected				
4.	Burner orifices – inspected, cleaned and adjusted				
5.	Gas/fuel regulator – inspected				
6.	Refractory – inspected				
7.	Thermocouple – inspected				
8.	Fuel pipe and valve – inspected				
9.	Automatic vent damper and motor – inspected				
10.	Electric ignition system – inspected				
11.	Venting and fresh air intake – inspected				
12.	Boiler flue passages – inspected and cleaned				
13.	Chimney cleanout – inspected and cleaned				
14.	CO combustion efficiency test– performed and results attached				
15.	Heat exchanger(s) (fire and water side) – inspected				
16.	System operating pressure and temperature – tested				
17.	Safety limit controls – tested				
18.	Supply make up water valve/drain – inspected				
19.	Backflow prevention valve – inspected				
20.	Expansion tank – inspected				
21.	Relief tube extended to 300mm off floor – inspected				
22.	Circulating pumps – inspected and tested				
23.	Pumps and motors – inspected and lubed				
24.	Collector box and drainage system – inspected and flushed				
25.	Floor drain(s) – inspected				
26.	Gaskets – inspected				
27.	Indoor / outdoor controllers – inspected				
28.	Low voltage fuse - inspected				
29.	Relays – inspected				
30.	Thermostat – inspected				
31.	Boiler room log book – filled out				
32.	Clearances to combustibile materials – inspected				
33.	Appliance operation after servicing – tested				
Occupant's information: (write "VOID" if RHU is vacant)		Contractor's information:			
Occupant's name:		Occupant's signature:		Technician's name:	Certificate nº:

CHIMNEY FACTORY 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:		
Chimney Information:					
Year installed:		Make:		Flashing type/material:	
Exterior casing material:			Outside diameter:		Chimney total height:
Interior flue material:				Inside diameter:	
Installation type: (enclosed or unenclosed/through attic or through wall) /					
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.	Rain cap - inspected				
2.	Storm collar – inspected				
3.	Roof braces – inspected				
4.	Anchor plates – inspected				
5.	Flashing – inspected				
6.	Snow barrier – inspected				
7.	Radiation Shield(s) – inspected				
8.	Extended wall support(s) – inspected				
9.	Insulated tee – inspected				
10.	Flue extension – inspected				
11.	Chimney height – inspected				
12.	Clearances to combustible materials – inspected				
13.	Supports – inspected				
14.	Soot built up – inspected and swept				
15.	Chimney conforms to applicable codes – verified				
Occupant's information: (write "VOID" if RHU is vacant)			Contractor's information:		
Occupant's name:			Technician's name:		
Occupant's signature:			Certificate nº:		



CHIMNEY MASONRY

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:

Chimney Information:

Shell type/material:	Foundation type/material:
Cleanout door location:	Liner type/material:
Clean out door type/material:	Liner Height above crown:
Clean out door size:	Wall pass through location:
Chimney type/material:	Crown type/material:
Chimney total height:	Flashing type/material:

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. Crown – inspected				
2. Flashing – inspected				
3. Creosote or soot build-up – inspected and swept				
4. Chimney breech – inspected and swept				
5. Wall pass-through – inspected				
6. Cleanout door – inspected				
7. Cleanout – inspected and cleaned				
8. Clearances to combustibles materials – inspected				
9. Clearances above roof – inspected				
10. Chimney conforms to applicable codes – inspected				

Occupant's information: (write "VOID" if RHU is vacant)

Occupant's name:	Contractor's information:
Occupant's signature:	WETT Technician's name:
	Certificate nº:



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GAS FIREPLACE

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:					
Year Installed:		Make:		Model nº:	
BTU input rating:		Serial nº:			
Venting type: (power, direct or conventional)					
Blower Fan Installed: (yes or 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.	Blower motor wheel and fan – inspected and cleaned				
2.	Pilot and burners – inspected and cleaned				
3.	Gas pilot safety system – inspected				
4.	Venting and chimney draw – inspected				
5.	Combustion and air ventilation – inspected				
6.	Dampers and vents – inspected, cleaned and adjusted				
7.	CO Combustion efficiency test – performed and results attached				
8.	Glass – inspected and cleaned				
9.	Gasket – inspected				
10.	Fire box – inspected				
11.	Fire logs – inspected and cleaned				
12.	Gas pipe and valve – inspected				
13.	Thermostat/sensor and other controls – inspected				
14.	Exterior of unit – inspected				
15.	Electrical wiring and connections – inspected, cleaned and tightened				
16.	Clearances to combustible materials – inspected				
17.	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:			



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WOOD FIREPLACE

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:			
Fireplace Information:					
Year Installed:	Factory built: (yes or no)	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.	Hearth Liner – inspected				
2.	Hearth extension – inspected				
3.	Foundation and Support – inspected				
4.	Lintel – inspected				
5.	Ash dump and door – inspected				
6.	Damper assembly – inspected				
7.	Smoke Shelf and Chamber – inspected				
8.	Chimney connection – inspected				
9.	Doors and fire screen – inspected and cleaned				
10.	Air supply – inspected				
11.	Creosote build-up – inspected and swept				
12.	Clearances to combustible materials– inspected				
13.	Fireplace operation after servicing – safe				
Occupant's information: (write "VOID" if RHU is vacant)		Contractor's information:			
Occupant's name:		WETT Technician's name:			
Occupant's signature:		Certificate nº:			



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FLOW THROUGH SPRINKLER SYSTEM

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:

System Information:

Year Installed:

Type:

Number of heads:

Control valve location:

List other devices installed in the supply line: (i.e. softeners, meters...)

Items to be serviced/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.	Control valve(s) in open position – inspected				
2.	Control valve labelled including “ON/OFF” positions indication – inspected				
3.	Other devices – inspected				
4.	Sprinkler heads clearances – inspected				
5.	Sprinkler heads – inspected				

Occupant's information: (write “VOID” if RHU is vacant)

Occupant's name:

Occupant's signature:

Contractor's information:

Technician's name:

Certificate nº:



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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:		



GAS FURNACE					
Maintenance / Inspection Checklist					
Canadian Forces Housing Agency's Maintenance and Minor Improvements Standing Offer Document 2020-2024					
Address- Street:		Bldg.n°:		Sub Bldg.n°:	
Date Serviced: DAY/MTH/YEAR			Work Order n°:		
Appliance Information:					
Furnace year Installed:		Make:		Model n°:	
BTU input rating:		Venting type: (power, direct or conventional)			
Thermostat- Make:			Model n°:		
Items to be serviced or inspected:					
Check/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.	CO Combustion efficiency tests – performed and results attached				
5.	Blower motor, wheel and fan – inspected and cleaned				
6.	Fan belt tension and alignment – inspected				
7.	Safety limit controls – inspected				
8.	Gas pipe and valve – inspected				
9.	Heat Exchanger – inspected				
10.	System operating pressure – inspected				
11.	Electric ignition system – inspected				
12.	Burner orifices – inspected, cleaned and adjusted				
13.	Relays – inspected				
14.	Low voltage fuse – inspected				
15.	Flame spreader – inspected				
16.	Automatic gas control valve assembly – inspected				
17.	Flow switch – inspected				
18.	Gas regulator – inspected				
19.	Thermocouple – inspected				
20.	Combustible materials minimum clearances – inspected				
21.	Condensate pump, line and pan – inspected and cleaned				
22.	Humidifier tray, float and pad – inspected and cleaned				
23.	Furnace casing – inspected				
24.	Appliance operation after servicing – tested				
	Venting type: Power				
25.	Power venting motor – inspected and cleaned				
26.	Venting, flue and fresh air intake – inspected and cleaned				
	Venting type: Direct or Conventional				
27.	Chimney thimble – inspected				
28.	Chimney cleanout – inspected and cleaned				
29.	Automatic vent damper and motor – inspected				
30.	Venting flue – inspected and cleaned				
Occupant's information: (write "VOID" if RHU is vacant)		Contractor's information:			
Occupant's name:		Technician's name:			
Occupant's signature:		Certificate n°:			



OIL FURNACE

Maintenance / Inspection Checklist

Canadian Forces Housing Agency's Maintenance and Minor Improvements Standing Offer Document 2020-2024

Address- Street:		Bldg.n°:	Sub Bldg.n°:		
Date Serviced: DAY/MTH/YEAR		Work Order n°:			
Appliance Information:					
Furnace year Installed:	Make:	Model n°:	Serial n°:		
BTU input rating:	Venting type: (power, direct or conventional)				
Thermostat- Make:	Model n°:				
Items to be serviced or inspected:					
Check/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.	CO Combustion efficiency tests – performed and results attached				
5.	Blower motor, wheel and fan - inspected and cleaned				
6.	Fan belt tension and alignment – inspected				
7.	Safety limit controls – inspected				
8.	Oil line and valve - inspected				
9.	Heat Exchanger – inspected				
10.	Burner fan – inspected				
11.	Smoke pipe - inspected				
12.	Nozzle - inspected				
13.	Blast tube - inspected				
14.	Combustion chamber - inspected				
15.	Electrodes and assembly - inspected				
16.	Oil Pump – inspected and lubricated				
17.	Oil Pump Pressure (psi) and vacuum readings - inspected				
18.	Firomatic (fire safety) valve - inspected				
19.	Oil Burner, motor and Fan – inspected and cleaned				
20.	Barometric damper - inspected				
21.	Draft overfire and in breech – inspected				
22.	Combustible materials minimum clearances – inspected				
23.	Condensate pump, line and pan – inspected and cleaned				
24.	Humidifier tray, float and pad – inspected and cleaned				
25.	Furnace casing – inspected				
26.	Appliance operation after servicing – tested				
	Venting type: Power				
27.	Power venting motor – inspected and cleaned				
28.	Venting, flue and fresh air intake – inspected and cleaned				
	Venting type: Direct or Conventional				
29.	Chimney thimble - inspected				
30.	Chimney cleanout – inspected and cleaned				
31.	Stack and net stack temperature – inspected				
32.	Venting flue – inspected and cleaned				
Occupant's information: (write "VOID" if RHU is vacant)		Contractor's information:			
Occupant's name:	Occupant's signature:	Technician's name:	Certificate n°:		



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AIR TO AIR HEAT PUMP

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:					
Year Installed:		Size (tonnes):		Halocarbon inventory nº:	
In service weight of halocarbon:				Refrigerant type:	
Outdoor unit- Make:		Model nº:		Serial nº:	
Indoor unit- Make:		Model nº:		Serial nº:	
Items to be serviced or inspected:					
Check/populate applicable box(es) N/A = Not Applicable; C = Completed; A/R = Action Required					
		N/A	C	A/R	Describe Action Required:
1.	Thermostat – inspected / batteries – replaced				
2.	Air filter(s): disposable – replaced / reusable – cleaned				
3.	Electrical connections and contacts – inspected, tightened and cleaned				
4.	Coils, fins (evaporator and condenser) – inspected and cleaned				
5.	Lines, joints and coil – inspected for leaks				
6.	Refrigerant lines – inspected				
7.	Operating pressures – inspected				
8.	Draw on condenser motor and compressor – inspected				
9.	Blower air flow – inspected				
10.	Blower air flow across condenser coil – inspected				
11.	Temperatures across air handler - inspected				
12.	Temperatures across condenser coil – inspected				
13.	Back-up heat and emergency heat source, controls operation – inspected				
14.	Indoor unit defrost & heating modes/reversing valve switch/ calibrate time clocks – inspected				
15.	Condensate pump, line and pan - inspected and cleaned				
16.	Unit leveled and secured – inspected				
17.	Unit exterior casing – inspected				
18.	Appliance operation after servicing – inspected				
Occupant's information: (write "VOID" if RHU is vacant)				Contractor's information:	
Occupant's name:				Technician's name:	
Occupant's signature:				Certificate nº:	



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ELECTRIC HOT WATER TANK

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:

Year Installed: _____ **Make:** _____ **Model nº:** _____ **Serial 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.	Wattage and voltage - tested				
2.	Thermostats - inspected				
3.	Elements – inspected				
4.	Floor drain – inspected				
5.	System operating pressure – inspected				
6.	Electrical wiring and connections – inspected, cleaned and tightened				
7.	Mixing valve temperature set to maximum 49°C 120°F – inspected and adjusted				
8.	Temperature, internal set to minimum 60°C – 140°F - inspected and adjusted				
9.	Relief tube extends to 300 mm off floor – inspected				
10.	Sediments at bottom of tank – flushed				
11.	Temperature and Pressure relief valve – inspected and tested				
12.	Anode Rod - inspected				
13.	Drain pan and line – inspected and cleaned				
14.	Water pipes and valves – inspected				
15.	Tank enclosure – inspected				
16.	Appliance operations after servicing – tested				

Occupant's information: (write "VOID" if RHU is vacant)

Occupant's name: _____ **Contractor's information:**

Occupant's signature: _____ **Technician's name:** _____

Certificate nº: _____



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GAS HOT WATER TANK

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:			
Year Installed:	Make:	Model nº:	Serial nº:
BTU input rating:	Venting type: (power, direct or conventional)		
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.	Burner orifices – inspected, cleaned and adjusted		
2.	Electric ignition system – inspected		
3.	Flame spreader – inspected		
4.	Relays – inspected		
5.	Flow switch – inspected		
6.	Gas regulator – inspected		
7.	Thermocouple – inspected		
8.	Gas pipe to appliance – inspected		
9.	Automatic gas valve assembly and safety limit controls – inspected		
10.	CO Combustion efficiency test – performed and results attached		
11.	Combustible materials minimum clearances – inspected		
12.	Floor drain – inspected		
13.	System operating pressure – inspected		
14.	Electrical wiring and connections – inspected, cleaned and tightened		
15.	Mixing valve temperature set to maximum 49°C (120°F) – inspected and adjusted		
16.	Temperature, internal set to minimum 60°C (140°F) - inspected and adjusted		
17.	Relief tube extends to 300 mm off floor – inspected		
18.	Sediments at bottom of tank – flushed		
19.	Temperature and Pressure relief valve – inspected and tested		
20.	Anode rod – inspected		
21.	Drain pan and line – inspected and cleaned		
22.	Water pipes and valves – inspected		
23.	Tank enclosure – inspected		
24.	Appliance operations – after servicing tested		
	Venting type: Power		
25.	Power venting motor – inspected and cleaned		
26.	Venting, flue and fresh air intake – inspected and cleaned		
	Venting type: Direct or Conventional		
27.	Chimney thimble – inspected		
28.	Chimney clean out – inspected and cleaned		
29.	Automatic vent damper and motor – inspected		
30.	Venting flue – inspected and cleaned		
Occupant's information: (write "VOID" if RHU is vacant)		Contractor's information:	
Occupant's name:		Technician's name:	
Occupant's signature:		Certificate nº :	



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OIL HOT WATER TANK

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:

Year Installed: _____ Make: _____ Model nº: _____ Serial nº: _____

BTU input Rating: _____ Venting type: (power, direct or conventional) _____

Items to be serviced or inspected:

Check/populate applicable box(es) **N/A** = Not Applicable; **C** = Completed; **A/R** = Action Required

		N/A	C	A/R	Describe Action Required:
1.	Nozzle - inspected				
2.	Blast tube - inspected				
3.	Combustion chamber - inspected				
4.	Electrodes and assembly - inspected				
5.	Oil pump pressure – inspected and cleaned				
6.	Pump Pressure (psi) - tested				
7.	Fill and vent lines - inspected				
8.	Relays - inspected				
9.	Barometric damper - inspected				
10.	Oil line condition and location - inspected				
11.	Fuel control valve assembly and safety limit controls - inspected				
12.	CO Combustion efficiency test – performed and results attached				
13.	Combustible materials minimum clearance – inspected				
14.	Floor drain – inspected				
15.	System operating pressure – inspected				
16.	Electrical wiring and connections – inspected, cleaned and tightened				
17.	Mixing valve temperature set to maximum 49°C (120°F) – checked and adjusted				
18.	Temperature, internal set to minimum 60°C (140°F) – checked and adjusted				
19.	Relief tube extends to 300mm off floor – inspected				
20.	Sediments bottom of tank – flushed				
21.	Temperature and Pressure relief valve – inspected and tested				
22.	Anode rod – inspected				
23.	Drain pan and line – inspected and cleaned				
24.	Water pipes and valves – inspected				
25.	Tank enclosure – inspected				
26.	Appliance operations after servicing – tested				
Venting type: Power					
27.	Power venting motor – inspected and cleaned				
28.	Venting, flue and fresh air intake – inspected and cleaned				
Venting type: Direct or Conventional					
29.	Chimney thimble - inspected				
30.	Chimney cleanout – inspected and cleaned				
31.	Stack and net stack temperature – inspected				
32.	Venting flue – inspected and cleaned				

Occupant's information: (write "VOID" if RHU is vacant) Contractor's information:

Occupant's name: _____ Occupant's signature: _____ Technician's name: _____ Certificate nº: _____



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SMOKE AND CARBON MONOXIDE DETECTOR

Maintenance / Inspection Checklist

Canadian Forces Housing Agency's Maintenance and Minor Improvements Standing Offer Document 2020-2024

Address- Street:		Bldg. n°:		Sub Bldg. n°:	
Date Serviced : DAY/MTH/YEAR		Work Order n°:			
Detectors Information:					
Type	Total # of detectors	Location (rooms)			Expiration year
Smoke					
Carbon Monoxide (CO)					
Combination (Smoke and CO)					
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.	Detectors – inspected, cleaned				
2.	Interconnection – tested				
3.	Batteries – replaced				
4.	Power failure mode – tested				
5.	No disconnect switch between breaker and alarm – confirmed				
6.	Detectors 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 n°:	



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SUMP PUMP

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:					
Year Installed:		Make:		Model nº:	
Serial nº:				Size (hp):	
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.	Sump pit – inspected, flushed and cleaned				
2.	Sump float (s) – inspected and cleaned				
3.	Pump screen (s) – inspected and cleaned				
4.	Electrical wiring and connections – inspected and tightened				
5.	Check valves – inspected and cleaned				
6.	Discharge pipe – inspected and cleaned				
7.	Discharge pipe distance from foundation wall adequate – inspected				
8.	Pump cycle – tested				
9.	Sump pit cover – inspected				
10.	Radon proof sump pit cover – sealed				
11.	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:	



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ELECTRIC WATER HEATER ON DEMAND

Maintenance / Inspection Checklist

Canadian Forces Housing Agency's Maintenance and Minor Improvements Standing Offer Document 2020-2024

Address- Street:		Bldg.n°:		Sub Bldg.n°:	
Date Serviced: DAY/MTH/YEAR		Work Order n°:			
Appliance Information:					
Year Installed:		Make:		Model n°:	
				Serial n°:	
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.	Wattage and voltage – inspected				
2.	Thermostat(s) – inspected				
3.	Element(s) – inspected				
4.	System operating pressure – inspected				
5.	Electrical wiring and connections – inspected, cleaned and tightened				
6.	Output temperature set to maximum 49°C (120°F) – inspected and adjusted				
7.	Sediments – flushed				
8.	Condensate line – inspected and cleaned				
9.	Water inlet filter – inspected and cleaned				
10.	Water pipes and valves – inspected				
11.	Temperature and pressure relief valve – inspected and tested				
12.	Appliance enclosure – inspected				
13.	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 n°:	



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GAS WATER HEATER ON DEMAND

Maintenance / Inspection Checklist

Canadian Forces Housing Agency's Maintenance and Minor Improvements Standing Offer Document 2020-2024

Address- Street:		Bldg.n°:		Sub Bldg.n°:	
Date Serviced: DAY/MTH/YEAR		Work Order n°:			
Appliance Information:					
Year Installed:		Make:		Model n°:	
				Serial n°:	
Venting type: (power, direct or conventional)					
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.	Automatic gas control valve assembly – inspected				
2.	Blower motor, wheel and fan – inspected and cleaned				
3.	Gas pipe to appliance – inspected				
4.	Burner orifices – inspected, cleaned and adjusted				
5.	Electric ignition system – inspected				
6.	CO Combustion efficiency test – performed and results attached				
7.	Flame spreader – inspected				
8.	Relays – inspected				
9.	Flow switch – inspected				
10.	Gas regulator – inspected				
11.	Thermocouple – inspected				
12.	Combustible material clearances – inspected				
13.	System operating pressure – inspected				
14.	Electrical connections – inspected, cleaned and tightened				
15.	Output temperature set to maximum 49°C (120°F) – inspected and adjusted				
16.	Sediments – flushed				
17.	Condensate line – inspected and cleaned				
18.	Water inlet filter – inspected and cleaned				
19.	Water pipes and valves – inspected				
20.	Temperature and pressure relief valve – inspected and tested				
21.	Appliance enclosure – inspected				
22.	Appliance operation after servicing – tested				
	Venting type: Power				
23.	Power venting motor – inspected and cleaned				
24.	Venting, flue and fresh air intake – inspected and cleaned				
	Venting type: Direct or Conventional				
25.	Chimney thimble – inspected				
26.	Chimney cleanout – inspected and cleaned				
27.	Automatic vent damper and motor – inspected				
28.	Venting flue – inspected and cleaned				
Occupant's information: (write "VOID" if RHU is vacant)		Contractor's information:			
Occupant's name:		Occupant's signature:		Technician's name:	Certificate n°:



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