

# 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: \_\_\_\_\_



# AIR CONDITIONER

## Maintenance / Inspection Checklist

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

<b>Address- Street:</b>		<b>Bldg.nº:</b>		<b>Sub Bldg.nº:</b>	
<b>Date Serviced :</b> DAY/MTH/YEAR			<b>Work Order nº:</b>		
<b>Appliance Information:</b>					
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:	
<b>Items to be serviced or inspected:</b>					
Check/populate applicable box(es) <b>N/A</b> = Not Applicable; <b>C</b> = Completed; <b>A/R</b> = Action Required					
		<b>N/A</b>	<b>C</b>	<b>A/R</b>	<b>Describe Action Required:</b>
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				
<b>Occupant's information:</b> (write "VOID" if RHU is vacant)				<b>Contractor's information:</b>	
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

<b>Address- Street:</b>		<b>Bldg.nº:</b>	<b>Sub Bldg.nº:</b>		
<b>Date Serviced :</b> DAY/MTH/YEAR		<b>Work Order nº:</b>			
<b>System Information:</b>					
Year Installed:		Make:		Model nº:	
Serial nº:			Location:		Labelled: (yes or no)
<b>Items to be serviced or inspected:</b>					
Check and Populate applicable box(es) <b>N/A</b> = Not Applicable; <b>C</b> = Completed; <b>A/R</b> = Action Required					
		<b>N/A</b>	<b>C</b>	<b>A/R</b>	<b>Describe Action Required:</b>
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				
<b>Occupant's information:</b> (write "VOID" if RHU is vacant)			<b>Contractor's information:</b>		
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.n° :** \_\_\_\_\_ **Sub Bldg.n°:** \_\_\_\_\_

**Date Serviced :** DAY/MTH/YEAR \_\_\_\_\_ **Work Order n°:** \_\_\_\_\_

<b>Chimney Information:</b>	
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				

<b>Occupant's information:</b> (write "VOID" if RHU is vacant)	<b>Contractor's information:</b>
Occupant's name:	WETT Technician's name:
Occupant's signature:	Certificate n°:



# 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: \_\_\_\_\_ Serial nº: \_\_\_\_\_

BTU input rating: \_\_\_\_\_ 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: \_\_\_\_\_



# 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 combustibles – inspected				
13.	Fireplace operation after servicing – safe				

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

Occupant's name: \_\_\_\_\_ WETT Technician's name: \_\_\_\_\_

Occupant's signature: \_\_\_\_\_ Certificate nº: \_\_\_\_\_



# FLOW THROUGH SPRINKLER SYSTEM

## 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°:

### 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 n°:



# 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)

Occupant's name:

Occupant's signature:

### Contractor's information:

Technician's name:

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<sup>o</sup>: \_\_\_\_\_ Sub Bldg.n<sup>o</sup>: \_\_\_\_\_

**Date Serviced:** \_\_\_\_\_ DAY/MTH/YEAR **Work Order n<sup>o</sup>:** \_\_\_\_\_

**Appliance Information:**

Furnace year Installed: \_\_\_\_\_ Make: \_\_\_\_\_ Model n<sup>o</sup>: \_\_\_\_\_ Serial n<sup>o</sup>: \_\_\_\_\_

BTU input rating: \_\_\_\_\_ Venting type: (power, direct or conventional)

Thermostat- Make: \_\_\_\_\_ Model n<sup>o</sup>: \_\_\_\_\_

**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				
	<b>Venting type: Power</b>				
25.	Power venting motor – inspected and cleaned				
26.	Venting, flue and fresh air intake – inspected and cleaned				
	<b>Venting type: Direct or Conventional</b>				
27.	Chimney thimble – inspected				
28.	Chimney cleanout – inspected and cleaned				
29.	Automatic vent damper and motor – inspected				
30.	Venting flue – inspected and cleaned				

<b>Occupant's information:</b> (write "VOID" if RHU is vacant)	<b>Contractor's information:</b>
Occupant's name: _____	Technician's name: _____
Occupant's signature: _____	Certificate n <sup>o</sup> : _____

# OIL FURNACE

## Maintenance / Inspection Checklist

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

<b>Address-</b> Street:		Bldg.n°:	Sub Bldg.n°:		
<b>Date Serviced:</b> DAY/MTH/YEAR		<b>Work Order n°:</b>			
<b>Appliance Information:</b>					
Furnace year Installed:	Make:	Model n°:	Serial n°:		
BTU input rating:	Venting type: (power, direct or conventional)				
Thermostat- Make:	Model n°:				
<b>Items to be serviced or inspected:</b>					
Check/populate applicable box(es) <b>N/A</b> = Not Applicable; <b>C</b> = Completed; <b>A/R</b> = Action Required					
		<b>N/A</b>	<b>C</b>	<b>A/R</b>	<b>Describe Action required:</b>
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				
	<b>Venting type: Power</b>				
27.	Power venting motor – inspected and cleaned				
28.	Venting, flue and fresh air intake – inspected and cleaned				
	<b>Venting type: Direct or Conventional</b>				
29.	Chimney thimble - inspected				
30.	Chimney cleanout – inspected and cleaned				
31.	Stack and net stack temperature – inspected				
32.	Venting flue – inspected and cleaned				
<b>Occupant's information:</b> (write "VOID" if RHU is vacant)		<b>Contractor's information:</b>			
Occupant's name:	Occupant's signature:	Technician's name:	Certificate n°:		



# 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				

<b>Occupant's information:</b> (write "VOID" if RHU is vacant)	<b>Contractor's information:</b>
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Occupant's name:	Technician's name:
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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.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 - 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) **Contractor's information:**

Occupant's name: \_\_\_\_\_ Technician's name: \_\_\_\_\_

Occupant's signature: \_\_\_\_\_ Certificate n°: \_\_\_\_\_



## 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				
	<b>Venting type: Power</b>				
25.	Power venting motor – inspected and cleaned				
26.	Venting, flue and fresh air intake – inspected and cleaned				
	<b>Venting type: Direct or Conventional</b>				
27.	Chimney thimble – inspected				
28.	Chimney clean out – inspected and cleaned				
29.	Automatic vent damper and motor – inspected				
30.	Venting flue – inspected and cleaned				

<b>Occupant's information:</b> (write "VOID" if RHU is vacant)	<b>Contractor's information:</b>
Occupant's name: _____	Technician's name: _____
Occupant's signature: _____	Certificate nº : _____



# OIL HOT WATER TANK

## 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°: \_\_\_\_\_

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				
	<b>Venting type: Power</b>				
27.	Power venting motor – inspected and cleaned				
28.	Venting, flue and fresh air intake – inspected and cleaned				
	<b>Venting type: Direct or Conventional</b>				
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°: \_\_\_\_\_

# 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				

<b>Occupant's information:</b> (write "VOID" if RHU is vacant)	<b>Contractor's information:</b>
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Occupant's name:	Technician's name:
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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:



# 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)

Occupant's name: \_\_\_\_\_ Technician's name: \_\_\_\_\_

Occupant's signature: \_\_\_\_\_ Certificate n°: \_\_\_\_\_



# GAS WATER HEATER ON DEMAND

## Maintenance / Inspection Checklist

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

<b>Address- Street:</b>		<b>Bldg.n°:</b>		<b>Sub Bldg.n°:</b>	
<b>Date Serviced:</b> DAY/MTH/YEAR			<b>Work Order n°:</b>		
<b>Appliance Information:</b>					
Year Installed:		Make:		Model n°:	
				Serial n°:	
Venting type: (power, direct or conventional)					
<b>Items to be serviced or inspected:</b>					
Check and Populate applicable box(es) <b>N/A</b> = Not Applicable; <b>C</b> = Completed; <b>A/R</b> = Action Required					
		<b>N/A</b>	<b>C</b>	<b>A/R</b>	<b>Describe Action required:</b>
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				
	<b>Venting type: Power</b>				
23.	Power venting motor – inspected and cleaned				
24.	Venting, flue and fresh air intake – inspected and cleaned				
	<b>Venting type: Direct or Conventional</b>				
25.	Chimney thimble – inspected				
26.	Chimney cleanout – inspected and cleaned				
27.	Automatic vent damper and motor – inspected				
28.	Venting flue – inspected and cleaned				
<b>Occupant's information:</b> (write "VOID" if RHU is vacant)			<b>Contractor's information:</b>		
Occupant's name:		Occupant's signature:		Technician's name:	
				Certificate n°:	

