



# FIREPLACE SERVICE CHECK SHEET

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IOWA CITY, IA 52240-4521

Customer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Location: \_\_\_\_\_

Date: \_\_\_\_\_  
Start time: \_\_\_\_\_  
Finish time: \_\_\_\_\_  
Serviceman: \_\_\_\_\_

Fireplace:  
Model #: \_\_\_\_\_  
Serial #: \_\_\_\_\_

Thermostat Type:  
Wall Switch: \_\_\_\_\_ Remote Control: \_\_\_\_\_

### GASKET SEAL & GLASS ASSEMBLY

- Inspect/Repair/Replace:
- \_\_\_\_\_ Gasket Seal
  - \_\_\_\_\_ Fixed glass assembly & positioning
  - \_\_\_\_\_ For any scratches/nicks
- Clean:
- \_\_\_\_\_ Glass (DO NOT use Windex!)

### LOGS

- Inspect/Repair/Replace:
- \_\_\_\_\_ Damaged/Missing Logs
  - \_\_\_\_\_ Correct placement
  - \_\_\_\_\_ Clean sooted logs

### FIREBOX

- Inspect/Repair/Replace:
- \_\_\_\_\_ Paint conditions
  - \_\_\_\_\_ Warped surfaces
  - \_\_\_\_\_ Corrosion or perforation
  - \_\_\_\_\_ Clean

### CONTROL COMPARTMENT & FIREBOX TOP

- \_\_\_\_\_ Vacuum and wipe out
- \_\_\_\_\_ Remove any foreign objects
- \_\_\_\_\_ Verify unobstructed air circulation
- \_\_\_\_\_ Check wiring
- \_\_\_\_\_ Check for proper gasline grounding
- \_\_\_\_\_ Isolate gasline into firebox

### BURNER IGNITION & OPERATION

- Verify:
- \_\_\_\_\_ Burner box-alignment & security
  - \_\_\_\_\_ Air Shutter speed: \_\_\_\_\_  
(Sect. 15-required settings)
  - \_\_\_\_\_ Manifold & inlet pressures
  - \_\_\_\_\_ Thermocouple/Thermopile/IPI millivolt output
- Inspect/Clean/Repair/Replace:
- \_\_\_\_\_ Burner top, plugged ports
  - \_\_\_\_\_ Flame Issues: Lifting, Other
  - \_\_\_\_\_ Smooth lighting & ignition carryover to all ports
  - \_\_\_\_\_ Orifice & verify proper sizing
  - \_\_\_\_\_ Pilot flame pattern & strength
  - \_\_\_\_\_ Thermocouple/Thermopile/IPI flame sensing rod
  - \_\_\_\_\_ Air Shutter
  - \_\_\_\_\_ Orifice spud
  - \_\_\_\_\_ Rockwool
  - \_\_\_\_\_ Burners
  - \_\_\_\_\_ Ventilation caps

### Comments/Materials Used:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hours Worked: \_\_\_\_\_