



# 2024 Minnesota Residential Furnace/Boiler Tune-Up Check List

Please have your service contractor complete this form and attach with your application.

(Rev. 01/24)

**Customer Information (Please Print)**

Name \_\_\_\_\_ GPNG Account No. \_\_\_\_\_

Address \_\_\_\_\_ City /State/Zip \_\_\_\_\_  
(Property where service was performed)

**Check List: to be completed by the heating contractor**

Check the shaded box if completed in the tune-up.

	Furnace Tune-Up Check List		Boiler Tune-Up Check List
	Check bearings for wear-advise if repair necessary		Check thermostat for proper operation.
	Check fan limit control switch and calibrate if necessary		Check gas working pressure, if test point is unavailable use gas meter clocking method to ensure name plate Btu.
	Check fan belts and adjust if needed (advise if they need replacement).		Check water pump operation, oil motor and bearing assembly on three piece pumps.
	Clean and check blower and exhaust motors		Check boiler venting and perform spillage test to ensure safe removal of products of combustion.
	Oil and grease fan motor where needed		Check for satisfactory operation of all safety devices and controls.
	Clean burners and heat exchanger-check for proper flame characteristics		Check water pressure at normal operating temperature; adjust to manufacturer's specification if necessary.
	Check operation of pilot/ignitor-clean if necessary		Check proper expansion tank operation as water reaches full temperature; look for radical pressure gauge movement.
	Check all control operations and sequencing		Check pilot-thermocouple; inspect flame proving sensor, if applicable, and burners for proper operation.
	Check and adjust gas pressure		Check burner compartment for signs of damage, flue blockage or incomplete combustion.
	Check condition of flame sensor/pilot safety timer – replace thermocouple as necessary		Check final over all operation and ensure adequate combustion air and clearance to combustibles in boiler area.
Furnace Size (Btuh): _____		Boiler Size (Btuh): _____	

**Contractor Information (Please Print)**

Name of Contractor \_\_\_\_\_ Phone \_\_\_\_\_

Contractor Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date