

# Heating and Ventilation System Monitoring and Maintenance Checklist



2010

Name of person responsible: _____ Name of barn: _____			Winter (before Nov 15)	Summer (before June 1)	Action required (if any)	Date required action completed	Completed by:	
Heating	Heater furnace	Cleaned:	Yes / No	Yes / No				
		Main shut-off valve:	Opened	Yes / No				
			Shut off		Yes / No			
		Variable output valve: (if equipped)	Set to Low	Yes / No				
			Set to High	Yes / No				
	Pilot light:	Lighted	Yes / No					
		Shut off		Yes / No				
	Controller	Checked:	Temperature set-points	Yes / No	Yes / No			
			Settings of fan stages	Yes / No	Yes / No			
			Variable-speed fan bandwidth (not less than 1 °C)	Yes / No	Yes / No			
			Heater offset (1-1.5 °C below room set-point)	Yes / No				
	Sensors (temperature, humidity if equipped)	Cleaned:		Yes / No	Yes / No			
		Calibrated:	(against standard)	Yes / No	Yes / No			
	Fans	Cleaned:	Blades	Yes / No	Yes / No			
			Shutters	Yes / No	Yes / No			
Discharge cones			Yes / No	Yes / No				
Ventilation		Checked:	Fan rotation (direction of air flow)	Yes / No	Yes / No			
			Belt tension	Yes / No	Yes / No			
			Motors, housing, blades (i.e., damages)	Yes / No	Yes / No			
			Electrical wires, plugs/sockets	Yes / No	Yes / No			
	Inlets	Cleaned:	Not blocked with dirt or frozen shut	Yes / No	Yes / No			
			Checked:	Uniform opening/closing of all inlets	Yes / No	Yes / No		
				Opening size range at least 4 inches	Yes / No	Yes / No		
	Actuators functioning properly	Yes / No		Yes / No				
	Air intake (soffits/eaves screen/sidew all)	Cleaned:	Not blocked with dirt or ice build-up	Yes / No	Yes / No			
		Checked:	Proper slot opening size	Yes / No	Yes / No			
	Air leaks	Checked and sealed (if any):	Doors and external openings	Yes / No				
			Fan housing	Yes / No				
			Feeder/auger lines	Yes / No				
		Fan covers:	Installed	Yes / No				
	Removed			Yes / No				
Insulation	Checked:	Attic	Yes / No	Yes / No				
		Hot water tank/pipes	Yes / No	Yes / No				
		Walls	Yes / No	Yes / No				
Emergency and alarm system	Checked:	Back-up power operation	Yes / No	Yes / No				
		Emergency thermostat settings	Yes / No	Yes / No				
		Alarm functions	Yes / No	Yes / No				