

# Home Energy Conservation Program Gas Furnace and Appliance Contractor Completion Form

Client Name: \_\_\_\_\_ Client/Job Application ID: \_\_\_\_\_  
Client Address: \_\_\_\_\_ Auditor: \_\_\_\_\_  
County: \_\_\_\_\_ Date: \_\_\_\_\_

**EMERGENCY**

Follow-up Needed

Standard Inspection / Clean and Tune

Fuel Type:  Natural Gas  LP Gas

Make of Furnace: \_\_\_\_\_

Model of Furnace: \_\_\_\_\_

Serial # of Furnace: \_\_\_\_\_

Location: \_\_\_\_\_

Furnace Type:  Draft hood  Mid-efficiency (80+)  High-efficiency (90+)  Mobile Home  
 Other \_\_\_\_\_ Input: \_\_\_\_\_ Btuh

Forced Air:  Yes  No

Gas Leaks:  Yes  No  Contractor to Repair  Contractor to Replace

Gas System Operating Ok:  Yes  No  Contractor to Repair

Is there an Operational Shut-off Switch:  Yes  No

Operational Shut-off Switch Operating Ok:  Yes  No  Contractor to Repair  Contractor to Install

Electrical Safety Inspection Ok on all Appliances:  Yes  No  Contractor to Repair  Contractor to Replace

Electrical Polarity Correct:  Yes  No

Appliances Grounded:  Yes  No

Electrical Systems Operating Ok:  Yes  No

Pilot Safety Systems Working Properly:  Yes  No  Contractor to Repair  Contractor to Replace

L.P. Systems 100% shut-off:  Yes  No

Crack or Hole in the Interior of the Heat Exchanger(s):  Yes  No

Furnace Replacement Required for Interior Crack or Hole:  Yes  No

Burners Working Appropriately:  Yes  No  Contractor to Repair  Contractor to Replace

Vent System(s) Ok:  Yes  No  Contractor to Repair  Contractor to Replace

Adequate Combustion and Ventilation Air Available for CAZ 1:  Yes  No

Total BTUH in CAZ 1: \_\_\_\_\_ BTUH

Volume of air needed (Bru/hr divided by 20): \_\_\_\_\_ Cu. Ft.

Volume available (LxWxH): \_\_\_\_\_ Cu. Ft.

If Not Enough Adequate Combustion and Ventilation Air is Available for CAZ 1:

Contractor to repair  Contractor to Replace

Document methods for providing air, if needed, including pipe and grill sizes: \_\_\_\_\_

Air Filter(s) Clean:  Yes  No  Contractor to Replace

Are Return Ducts Sealed All the Way Back to the Furnace if a Remote Filter is Installed:  Yes  No  
 Not Applicable

Inspect, Clean and Adjust Direct or Belt Drive Blower Assembly(s):  Yes  No  Contractor to Repair

Was the Blower Serviced:  Yes  No  Contractor to service  No blower

While Blower is Removed, Did You Inspect the Exterior of the Heat Exchangers):  Yes  No

Is there a Crack or Hole in the Exterior of the Heat Exchanger(s)?  Yes  No

Furnace Replacement Required for Exterior Crack or Hole?  Yes  No

While Blower is Removed, is the Indoor A/C Coil Dirty? (if one is present):  Yes  No  
 Contractor to Clean  No A/C Coil Present

Problems with the Duct System:  Yes  No  Contractor to Repair  Contractor to Replace

Are there any Open Returns:  Yes  No

Are Ducts Sealed:  Yes  No  Not Applicable

Are there Properly Installed Temperature and Pressure Relief Valve(s):  Yes  No  
 Contractor to Repair  Contractor to Replace

“Worst Case Depressurization” Test of the CAZ using the Daily Safety Test Out Form Done:  Yes  No

Measure the “Fan Off” Temperature(s) and Reset Close to 90 Degrees Fahrenheit:  Yes  No

Was the Temperature too High:  Contractor to Repair  Contractor to Replace  Temperature ok

High Temperature Limit Switch Worked on All the Appropriate Appliances?  Yes  No  
Contractor to Repair  Contractor to Replace  Test Conducted with No Problems

Inspect the Thermostat(s) and Set the Heat Anticipator:  Yes  No

Measure the Amperage on the Thermostat(s) and Heat Anticipator:  Contractor to Repair  Contractor to Replace  
 No Repairs Necessary

Client Education Performed:  Yes  No