

# 2024 Boiler/Furnace Tune-Up Checklist

This checklist is used to document the data required for your boiler/furnace tune-up applications. Please complete this document and also include manufacturer's specification sheets or nameplate verification.

The service provider must perform a combustion analysis after the tune up is complete and attach the printout to the final application. Combustion analysis reports are not required for space heating furnaces/RTUs.

Refer to, and complete, the relevant section in the application for rebates and quantities.



## Contact Us

phone: **866.796.0512** (option 3)

apply: [mienergyrebates.com](https://mienergyrebates.com)

email: [dtesaveenergy@dnv.com](mailto:dtesaveenergy@dnv.com)

web: [dteenergy.com/equipment-rebates](https://dteenergy.com/equipment-rebates)

V2 10.14.24

## HVAC Unit #1 (Boiler/Furnace)

Site Name \_\_\_\_\_ Date of Tune-Up \_\_\_\_\_

Manufacturer \_\_\_\_\_ Service (space heating, process, domestic hot water) \_\_\_\_\_

Model Number \_\_\_\_\_ Serial Number \_\_\_\_\_ Unit Input Capacity (MBH) \_\_\_\_\_

Company Performing Tune-Up \_\_\_\_\_ Technician Performing Tune-Up \_\_\_\_\_

- Measure pre/post combustion efficiency using electronic flue gas analyzer
- Adjust combustion air flow and air intake as needed, reduce excessive stack temperatures
- Adjust burner and gas input, manual or motorized draft controls
- Clean burners, combustion chamber and heat exchanger surfaces
- Complete visual inspection of system piping and installation
- Check safety controls
- Check adequacy of combustion air intake
- Check for proper venting
- Check draft control dampers
- Clean and inspect burner nozzles
- Include a copy of the combustion analyzer post test (boilers only)

## HVAC Unit #2 (Boiler/Furnace)

Site Name \_\_\_\_\_ Date of Tune-Up \_\_\_\_\_

Manufacturer \_\_\_\_\_ Service (space heating, process, domestic hot water) \_\_\_\_\_

Model Number \_\_\_\_\_ Serial Number \_\_\_\_\_ Unit Input Capacity (MBH) \_\_\_\_\_

Company Performing Tune-Up \_\_\_\_\_ Technician Performing Tune-Up \_\_\_\_\_

- Measure pre/post combustion efficiency using electronic flue gas analyzer
- Adjust combustion air flow and air intake as needed, reduce excessive stack temperatures
- Adjust burner and gas input, manual or motorized draft controls
- Clean burners, combustion chamber and heat exchanger surfaces
- Complete visual inspection of system piping and installation
- Check safety controls
- Check adequacy of combustion air intake
- Check for proper venting
- Check draft control dampers
- Clean and inspect burner nozzles
- Include a copy of the combustion analyzer post test (boilers only)

## HVAC Unit #3 (Boiler/Furnace)

Site Name \_\_\_\_\_ Date of Tune-Up \_\_\_\_\_

Manufacturer \_\_\_\_\_ Service (space heating, process, domestic hot water) \_\_\_\_\_

Model Number \_\_\_\_\_ Serial Number \_\_\_\_\_ Unit Input Capacity (MBH) \_\_\_\_\_

Company Performing Tune-Up \_\_\_\_\_ Technician Performing Tune-Up \_\_\_\_\_

- Measure pre/post combustion efficiency using electronic flue gas analyzer
- Adjust combustion air flow and air intake as needed, reduce excessive stack temperatures
- Adjust burner and gas input, manual or motorized draft controls
- Clean burners, combustion chamber and heat exchanger surfaces
- Complete visual inspection of system piping and installation
- Check safety controls
- Check adequacy of combustion air intake
- Check for proper venting
- Check draft control dampers
- Clean and inspect burner nozzles
- Include a copy of the combustion analyzer post test (boilers only)

## HVAC Unit #4 (Boiler/Furnace)

Site Name \_\_\_\_\_ Date of Tune-Up \_\_\_\_\_

Manufacturer \_\_\_\_\_ Service (space heating, process, domestic hot water) \_\_\_\_\_

Model Number \_\_\_\_\_ Serial Number \_\_\_\_\_ Unit Input Capacity (MBH) \_\_\_\_\_

Company Performing Tune-Up \_\_\_\_\_ Technician Performing Tune-Up \_\_\_\_\_

- Measure pre/post combustion efficiency using electronic flue gas analyzer
- Adjust combustion air flow and air intake as needed, reduce excessive stack temperatures
- Adjust burner and gas input, manual or motorized draft controls
- Clean burners, combustion chamber and heat exchanger surfaces
- Complete visual inspection of system piping and installation
- Check safety controls
- Check adequacy of combustion air intake
- Check for proper venting
- Check draft control dampers
- Clean and inspect burner nozzles
- Include a copy of the combustion analyzer post test (boilers only)

## HVAC Unit #5 (Boiler/Furnace)

Site Name	Date of Tune-Up	
Manufacturer	Service (space heating, process, domestic hot water)	
Model Number	Serial Number	Unit Input Capacity (MBH)
Company Performing Tune-Up	Technician Performing Tune-Up	

- Measure pre/post combustion efficiency using electronic flue gas analyzer
- Adjust combustion air flow and air intake as needed, reduce excessive stack temperatures
- Adjust burner and gas input, manual or motorized draft controls
- Clean burners, combustion chamber and heat exchanger surfaces
- Complete visual inspection of system piping and installation
- Check safety controls
- Check adequacy of combustion air intake
- Check for proper venting
- Check draft control dampers
- Clean and inspect burner nozzles
- Include a copy of the combustion analyzer post test (boilers only)

## HVAC Unit #6 (Boiler/Furnace)

Site Name	Date of Tune-Up	
Manufacturer	Service (space heating, process, domestic hot water)	
Model Number	Serial Number	Unit Input Capacity (MBH)
Company Performing Tune-Up	Technician Performing Tune-Up	

- Measure pre/post combustion efficiency using electronic flue gas analyzer
- Adjust combustion air flow and air intake as needed, reduce excessive stack temperatures
- Adjust burner and gas input, manual or motorized draft controls
- Clean burners, combustion chamber and heat exchanger surfaces
- Complete visual inspection of system piping and installation
- Check safety controls
- Check adequacy of combustion air intake
- Check for proper venting
- Check draft control dampers
- Clean and inspect burner nozzles
- Include a copy of the combustion analyzer post test (boilers only)

## HVAC Unit #7 (Boiler/Furnace)

Site Name \_\_\_\_\_ Date of Tune-Up \_\_\_\_\_

Manufacturer \_\_\_\_\_ Service (space heating, process, domestic hot water) \_\_\_\_\_

Model Number \_\_\_\_\_ Serial Number \_\_\_\_\_ Unit Input Capacity (MBH) \_\_\_\_\_

Company Performing Tune-Up \_\_\_\_\_ Technician Performing Tune-Up \_\_\_\_\_

- Measure pre/post combustion efficiency using electronic flue gas analyzer
- Adjust combustion air flow and air intake as needed, reduce excessive stack temperatures
- Adjust burner and gas input, manual or motorized draft controls
- Clean burners, combustion chamber and heat exchanger surfaces
- Complete visual inspection of system piping and installation
- Check safety controls
- Check adequacy of combustion air intake
- Check for proper venting
- Check draft control dampers
- Clean and inspect burner nozzles
- Include a copy of the combustion analyzer post test (boilers only)

## HVAC Unit #8 (Boiler/Furnace)

Site Name \_\_\_\_\_ Date of Tune-Up \_\_\_\_\_

Manufacturer \_\_\_\_\_ Service (space heating, process, domestic hot water) \_\_\_\_\_

Model Number \_\_\_\_\_ Serial Number \_\_\_\_\_ Unit Input Capacity (MBH) \_\_\_\_\_

Company Performing Tune-Up \_\_\_\_\_ Technician Performing Tune-Up \_\_\_\_\_

- Measure pre/post combustion efficiency using electronic flue gas analyzer
- Adjust combustion air flow and air intake as needed, reduce excessive stack temperatures
- Adjust burner and gas input, manual or motorized draft controls
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- Check safety controls
- Check adequacy of combustion air intake
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- Check draft control dampers
- Clean and inspect burner nozzles
- Include a copy of the combustion analyzer post test (boilers only)