

# HEATING AND VENTILATION SYSTEM MONITORING AND MAINTENANCE CHECKLIST

| Name of person responsible: _____          |   |                                       |  | Winter<br>(before<br>Nov 15) | Summer<br>(before<br>June 1) | Action<br>required (if<br>any) | Date<br>required<br>action<br>completed | Completed<br>by: |  |
|--|---|---------------------------------------|--|------------------------------|------------------------------|--------------------------------|---|------------------|--|
| Name of barn: _____                        |   |                                       |  |                              |                              |                                |   |                  |  |
| Heating                                    | Heater furnace                              | Cleaned:                              |  | Yes / No                     | Yes / No                     |                                |   |                  |  |
|  |   | Main shut-off valve:                  | Opened   | Yes / No                     |                              |                                |   |                  |  |
|  |   |                                       | Shut off   |                              | Yes / No                     |                                |   |                  |  |
|  |   | Variable out-put 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 setpoint)      | Yes / No                     |                              |                                |   |                  |  |
|  | Sensors (temperature, humidity if equipped) | Cleaned:                              |  | Yes / No                     | Yes / No                     |                                |   |                  |  |
|  |   | Calibrated:                           | (against standard)                               | Yes / No                     | Yes / No                     |                                |   |                  |  |
|  | Ventilation                                 | Fans                                  | Cleaned:   | Blades                       | Yes / No                     | Yes / No                       |   |                  |  |
|  |   |                                       |  | Shutters                     | Yes / No                     | Yes / No                       |   |                  |  |
| Discharge cones                            |   |                                       |  | Yes / No                     | Yes / No                     |                                |   |                  |  |
| 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/sidewall) |   | 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)           | Door 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                     |                              |                                |   |                  |  |