

# WEEKLY FURNACE CHECKLIST

## Southwest Region School District

**Please complete by first week of each month**

**SCHOOL** \_\_\_\_\_

**DATE** \_\_\_\_\_

CHECK	CHECK THE FOLLOWING	COMMENTS
	Turn unit off.	
	Check belt tension and bearings. If belt is worn, replace.	
	Check filter media, change if dirty.	
	Check burner flange mounting bolts.	
	Clean fan blades if dirty.	
	Oil motor bearings as per manufacturers specifications located on motor. (Required year)	
	Check flame color, should be bright yellow.	
	Make sure fan operating limit is functioning correctly. Burn should shut off and fan should continue to run until low limit is reach.	

Custodian: \_\_\_\_\_

Date: \_\_\_\_\_

Site Administrator: \_\_\_\_\_

Date: \_\_\_\_\_