

# HEATING AND VENTILATION SYSTEM MONITORING AND MAINTENANCE CHECKLIST

Name of person responsible: _____				Winter (before Nov 15)	Summer (before June 1)	Action required (if any)	Date required action completed	Completed 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					