



CHECKLIST FOR HEATMOR SERVICE

Dealer/Installation/Service Info 1-800-261-0531
 Green Valley Shop 1-866-415-2127
www.greenvalleyheating.ca

Owner _____ Date _____

	CHECKED	DEFECTIVE
1. Check bladder for water - if has water in it and valve is open proceed to 2	<input type="radio"/>	<input type="radio"/>
2. Ensure Heatmor is full of water (Loosen or remove weighted ball first. Let water run out onto roof at vent pipe.)	<input type="radio"/>	<input type="radio"/>
3. Is outside perimeter of Heatmor caulked	<input type="radio"/>	<input type="radio"/>
4. Check condition of outer door locks	<input type="radio"/>	<input type="radio"/>
5. Does front outer door have a firebox door holder installed	<input type="radio"/>	<input type="radio"/>
6. Firebox door flat bar - nut must be slightly tight - bar/handle has slight drag (Pre 2015 models)	<input type="radio"/>	<input type="radio"/>
7. Firebox door locking mechanism - bar should be 1/2 way down V (Pre 2015 models)	<input type="radio"/>	<input type="radio"/>
8. Firebox door hoses - if red or black, after 4 yrs old replace with blue hoses	<input type="radio"/>	<input type="radio"/>
9. Firebox door hose elbows - top door elbow is clear of calcium buildup - remove to check	<input type="radio"/>	<input type="radio"/>
10. Clean temperature gauge - make sure heat transfer paste is installed in well	<input type="radio"/>	<input type="radio"/>
11. Firebox opening must be shiny clean	<input type="radio"/>	<input type="radio"/>
12. Firebox door seal must be pliable and sealing 100% - check for smoke leaks	<input type="radio"/>	<input type="radio"/>
13. Remove front fan and flipper assembly - oil motor, clean blades, ensure flipper is sealing 100%	<input type="radio"/>	<input type="radio"/>
14. Wing nuts on flipper assembly must turn free - oil studs, ensure good wing nuts	<input type="radio"/>	<input type="radio"/>
15. Condition of ARD under tray - must seal 100%, or seal shut permanently narrow at top (only on older units)	<input type="radio"/>	<input type="radio"/>
16. Front tray must be straight and clean	<input type="radio"/>	<input type="radio"/>
17. Area around fan must be clean - use shop vac	<input type="radio"/>	<input type="radio"/>
18. Front tray must be straight and clean	<input type="radio"/>	<input type="radio"/>
19. Front air box must be structurally sound - if bent, straighten - or replace with kit	<input type="radio"/>	<input type="radio"/>
20. Front air box must be clean - no debris in bottom	<input type="radio"/>	<input type="radio"/>
21. One inch pipe exiting front air box going to ash pit must be open	<input type="radio"/>	<input type="radio"/>
22. Front air tube where fan/flipper assembly attaches must be structurally sound - no holes	<input type="radio"/>	<input type="radio"/>
23. Grates must not be cracked, broken or out of position - slots must be open narrow at top	<input type="radio"/>	<input type="radio"/>
24. Light bulb must work - globe in place	<input type="radio"/>	<input type="radio"/>
25. Front 3 way switch must work	<input type="radio"/>	<input type="radio"/>
26. Front aquastat (older models) must be working - set at 170 with a 10 to 15 degree variance	<input type="radio"/>	<input type="radio"/>
27. Leave a small can of 3 and 1 oil for oiling fan (older units)	<input type="radio"/>	<input type="radio"/>
28. Leave a Heatmor steel ash rake (charged to customer)	<input type="radio"/>	<input type="radio"/>
29. Make sure owner has their operators manual	<input type="radio"/>	<input type="radio"/>

COMMENTS BY SERVICEMAN _____

REAR OF HEATMOR

	CHECKED	DEFECTIVE
30. Clear debris around rear fan and ash tube down to cement base	<input type="radio"/>	<input type="radio"/>
31. Remove rear fan and flipper assembly - oil motor, clean blades, flipper sealing 100%	<input type="radio"/>	<input type="radio"/>
32. Wing nuts on flipper assembly must turn free - oil studs, ensure good wing nuts	<input type="radio"/>	<input type="radio"/>
33. Rear air box - must be clean and have no ash etc. in it	<input type="radio"/>	<input type="radio"/>
34. Rear air box must be structurally sound	<input type="radio"/>	<input type="radio"/>
35. Remove all ashes with auger	<input type="radio"/>	<input type="radio"/>
36. Ash tube must be structurally sound - must have no holes - inspect with flashlight	<input type="radio"/>	<input type="radio"/>
37. Ash tube plate must be sealing 100% - oil studs, good wing nuts	<input type="radio"/>	<input type="radio"/>
38. Top flue plate must be structurally sound and fitting tight - good gasket	<input type="radio"/>	<input type="radio"/>
39. Top flue - inspect and clean with scraper - make sure those ashes didn't cover front air box	<input type="radio"/>	<input type="radio"/>
40. Top flue studs and nuts should have grease applied	<input type="radio"/>	<input type="radio"/>

OTHER

	CHECKED	DEFECTIVE
41. Tighten all Kitec fittings on Heatmor and on total system in house	<input type="radio"/>	<input type="radio"/>
42. Rotate all valves to ensure they will not become seized	<input type="radio"/>	<input type="radio"/>
43. Ensure pumps are operating - do a flow check	<input type="radio"/>	<input type="radio"/>
44. Add a diagnostic valve	<input type="radio"/>	<input type="radio"/>
45. Make sure all aquastats & temp gauges have heat transfer compound	<input type="radio"/>	<input type="radio"/>
46. Aquastats should be tight and installed vertically	<input type="radio"/>	<input type="radio"/>
47. Aquastat on the right = Hi Limit safety aquastat - should be set at 200 degrees	<input type="radio"/>	<input type="radio"/>
48. Aquastat on the left = Range control aquastat - should be set at 170 degrees (180 if needed)	<input type="radio"/>	<input type="radio"/>

TOP OF HEATMOR

	CHECKED	DEFECTIVE
49. Weighted ball must be on	<input type="radio"/>	<input type="radio"/>
50. Water treatment should be added - 2 litres of no test is available <i>note: Always make sure weighted ball is loose before adding water by any method.</i>	<input type="radio"/>	<input type="radio"/>
51. Caulking around lift hook, vent pipe and chimney must be tight	<input type="radio"/>	<input type="radio"/>
52. BE SURE TO GET SYSTEM AND RAW WATER SAMPLES TO GVH ANNUALLY	<input type="radio"/>	<input type="radio"/>
53. Chimney extensions should be checked for structural soundness	<input type="radio"/>	<input type="radio"/>

ON MODELS 600 and 800

	CHECKED	DEFECTIVE
54. Rear air box must be open and clean	<input type="radio"/>	<input type="radio"/>
55. Remove top air fan and remove all debris in air tube	<input type="radio"/>	<input type="radio"/>

COMMENTS BY SERVICEMAN
