

Small and Medium Business

2026 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 for each tune-up performed and also include manufacturer's specification sheets or nameplate verification.

Please include the invoice for all tune-ups completed.



Boiler/furnace tune-up checklist

Tune-up checklist # 1

Site name:	Service (space heating, process, domestic hot water):
Manufacturer:	Date of tune-up:
Model number:	Annual hours of operation:
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

Tune-up checklist # 2

Site name:	Service (space heating, process, domestic hot water):
Manufacturer:	Date of tune-up:
Model number:	Annual hours of operation:
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

Boiler/furnace tune-up checklist

Tune-up checklist # 3

Site name:	Service (space heating, process, domestic hot water):
Manufacturer:	Date of tune-up:
Model number:	Annual hours of operation:
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

Tune-up checklist # 4

Site name:	Service (space heating, process, domestic hot water):
Manufacturer:	Date of tune-up:
Model number:	Annual hours of operation:
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

Boiler/furnace tune-up checklist

Tune-up checklist # 5

Site name:	Service (space heating, process, domestic hot water):
Manufacturer:	Date of tune-up:
Model number:	Annual hours of operation:
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

Tune-up checklist # 6

Site name:	Service (space heating, process, domestic hot water):
Manufacturer:	Date of tune-up:
Model number:	Annual hours of operation:
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

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Tune-up checklist # 7

Site name:	Service (space heating, process, domestic hot water):
Manufacturer:	Date of tune-up:
Model number:	Annual hours of operation:
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

Tune-up checklist # 8

Site name:	Service (space heating, process, domestic hot water):
Manufacturer:	Date of tune-up:
Model number:	Annual hours of operation:
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

Boiler/furnace tune-up checklist

Tune-up checklist # 9

Site name:	Service (space heating, process, domestic hot water):
Manufacturer:	Date of tune-up:
Model number:	Annual hours of operation:
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

Tune-up checklist # 10

Site name:	Service (space heating, process, domestic hot water):
Manufacturer:	Date of tune-up:
Model number:	Annual hours of operation:
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

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Tune-up checklist # 11

Site name: _____ Service (space heating, process, domestic hot water): _____

Manufacturer: _____ Date of tune-up: _____

Model number: _____ Annual hours of operation: _____

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

Tune-up checklist # 12

Site name: _____ Service (space heating, process, domestic hot water): _____

Manufacturer: _____ Date of tune-up: _____

Model number: _____ Annual hours of operation: _____

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

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Tune-up checklist # 13

Site name:	Service (space heating, process, domestic hot water):
Manufacturer:	Date of tune-up:
Model number:	Annual hours of operation:
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

Tune-up checklist # 14

Site name:	Service (space heating, process, domestic hot water):
Manufacturer:	Date of tune-up:
Model number:	Annual hours of operation:
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

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Tune-up checklist # 15

Site name: _____ Service (space heating, process, domestic hot water): _____

Manufacturer: _____ Date of tune-up: _____

Model number: _____ Annual hours of operation: _____

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

Tune-up checklist # 16

Site name: _____ Service (space heating, process, domestic hot water): _____

Manufacturer: _____ Date of tune-up: _____

Model number: _____ Annual hours of operation: _____

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

Boiler/furnace tune-up checklist

Tune-up checklist # 17

Site name: _____ Service (space heating, process, domestic hot water): _____

Manufacturer: _____ Date of tune-up: _____

Model number: _____ Annual hours of operation: _____

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

Tune-up checklist # 18

Site name: _____ Service (space heating, process, domestic hot water): _____

Manufacturer: _____ Date of tune-up: _____

Model number: _____ Annual hours of operation: _____

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

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Tune-up checklist # 19

Site name: _____ Service (space heating, process, domestic hot water): _____

Manufacturer: _____ Date of tune-up: _____

Model number: _____ Annual hours of operation: _____

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

Tune-up checklist # 20

Site name: _____ Service (space heating, process, domestic hot water): _____

Manufacturer: _____ Date of tune-up: _____

Model number: _____ Annual hours of operation: _____

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