

TE-02 PREVENTIVE MAINTENANCE TASK

1. Warm Air Furnace(WAFs) PM Checklist_Annually	
Equipment Type	Warm Air Furnace, Gas-Fired
Job Plan Tittle	Annual (or more)
Reference	O&M Manual
STEP No.	TASK
1	Check with operating personnel or area personnel for deficiencies.
2	Inspect, clean & adjust control valves & thermo-sensing bulbs.
3	Inspect fuel system for leaks; report all leaks promptly to COR.
4	Check for proper operation of burner primary controls, check & adjust thermostat.
5	Replace air filters at least once a month for heating season
6	Check blower & motor for vibration & noise, lubricate bearings and all moving parts
7	Check belts for wear & tension, tighten or replace.
8	Check electrical wiring to burner controls & blower.
9	Inspect & clean firebox & combustion chamber.
10	Clean blower.
11	Check condition of flue pipe, damper & stack.
12	Check furnace operation through complete cycle.
13	Check furnace combustion w/calibrated analyzer.
14	Clean area around furnace.
15	Check electrodes & hot surface igniters.
16	Check fan & limit control adjustment & operation; adjust as necessary.
17	Inspect, clean & test inducer motor; oil as required.
18	Inspect, clean & test positive & negative pressure switch; repair or replace as necessary.
19	Inspect, clean & test pilot assembly; repair or replace as necessary.
20	Inspect & clean burners.
21	Check manifold pressure& appliance input; adjust as required.
22	Check static air; adjust as required.
23	Check room thermostat is properly communicated with furnance and is programmed w/proper settings for energy saving; replace battery as necessary.
24	Perform any tasks other than the above STEPs, as required by the regulation, technical manual, and manufacturer specification/recommendation.
25	Fill out maintenance checklist & report deficiencies.
NOTE	1. The frequency for the above STEPs might be increased, IAW the applicable policy, regulation, technical manual, and manufacturer specification/recommendation. 2. PM plan to be used for both forced draft & atmospheric burner assemblies, use the steps as applicable to the equipment being serviced.

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2. Warm Air Furnace(WAFs) PM Checklist_ Annually	
Equipment Type	Warm Air Furnace, Oil-Fired
Job Plan Tittle	Annual (or more)
Reference	O&M Manual
STEP No.	TASK
1	Check with operating personnel or area personnel for deficiencies.
2	Inspect, clean & adjust electrodes & nozzles; replace nozzles as necessary.
3	Inspect fuel system for leaks; report all leaks promptly to COR.
4	Change fuel filter & fuel strainer elements.
5	Check for proper operation of burner primary controls, check & adjust thermostat.
6	Replace air filters at least once a month for heating season.
7	Check blower & fan motor for vibration & noise; repair or replace as necessary.
8	Clean fan motor & blower, lubricate bearings and all moving parts.
9	Check belts for wear & tension, tighten or replace.
10	Check electrical wiring to burner controls & blower.
11	Inspect & clean firebox & flue piping; repair or replace as necessary, reseal smoke pipe as required.
12	Check condition of flue pipe, damper & stack; repair or replace as necessary.
13	Check fan & fan limit controls for proper operation; repair or replace as necessary.
14	Check furnace operation through complete cycle.
15	Check furnace combustion w/calibrated analyzer.
16	Clean area around furnace.
17	Check room thermostat is properly communicated with furnance and is programmed w/proper settings; replace battery as necessary.
18	Perform any tasks other than the above STEPs, as required by the applicable policy, regulation, technical manual, and manufacturer specification/recommendation.
19	Fill out maintenance checklist & report deficiencies.
NOTE	1. The frequency for the above STEPs might be increased, IAW the applicable policy, regulation, technical manual, and manufacturer specification/recommendation.

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3. Hot Water Boilers PM Checklist_Monthly	
Equipment Type	Hot Water Boilers (space Heating & Domestic Hot Water)
Job Plan Tittle	Monthly
Reference	Means/ASME-CSD-1-1998
STEP No.	TASK
1	Make visual inspection of the igniter.
2	Check both pilot & main flame signal strength.
3	Check flame failure detection system. Close manual fuel supply pilot & main; check safety shutdown timing and log.
4	Check firing rate control and verify factory settings.
5	Open limit switch and make aural and visual check of the pilot and/or main fuel valves; check valve position indicators.
6	Check condition of flue pipe, damper & exhaust stack.
7	Check operation & condition of safety pressure relief valve.
8	Test low draft, fan, air pressure & damper position interlocks.
9	Check low fire start interlock.
10	Test high & low oil pressure & temperature interlocks.
11	Test high & low gas pressure & temperature interlocks.
12	Test operation of low water fuel cut-off devices.
13	Check hot water pressure gauges.
14	Inspect and clean or replace water column sightglass.
15	Check operation of mercury control switches (i.e., hot water temp limit atomizing or combustion air proving, etc.)
16	Check fuel lines & connections for damage.
17	Perform visual opacity checks IAW unmanned boiler SOP.
18	Perform any tasks other than the above STEPs, as required by the applicable policy, regulation, technical manual, and manufacturer specification/recommendation.
19	Fill out maintenance checklist and report deficiencies.
NOTE	1. The frequency for the above STEPs might be increased, IAW the applicable policy, regulation, technical manual, and manufacturer specification/recommendation.

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4. Hot Water Boilers PM Checklist_Quarterly	
Equipment Type	Hot Water Boilers (space Heating & Domestic Hot Water)
Job Plan Tittle	Quarterly
Reference	Means/ASME-CSD-1-1998
STEP No.	TASK
1	Make visual inspection of the igniter.
2	Check both pilot & main flame signal strength.
3	Check flame failure detection system. Close manual fuel supply pilot & main; check safety shutdown timing and log.
4	Check firing rate control and verify factory settings.
5	Open limit switch and make aural and visual check of the pilot and/or main fuel valves; check valve position indicators.
6	Make visual inspection of the flue, vent, stack or outlet dampers linkage for proper operation.
7	Check for proper operational response of burner to thermostat controls.
8	Check & lubricate burner & blower motors.
9	Test low draft, fan, air pressure & damper position interlocks.
10	Check low fire start interlock.
11	Test high & low oil pressure & temperature interlocks.
12	Test high & low gas pressure & temperature interlocks.
13	Test operation of low water fuel cut-off devices.
14	Perform visual opacity checks IAW unmanned boiler SOP.
15	Check flame failure detection system components, such as vacuum tubes, amplifier, and relays.
16	Check piping and wiring of all interlocks and shutoff valves.
17	Inspect burner components IAW manufacturers instructions.
18	Check fuel lines & connections for damage.
19	Perform any tasks other than the above STEPs, as required by the applicable policy, regulation, technical manual, and manufacturer specification/recommendation.
20	Fill out maintenance checklist and report deficiencies.
NOTE	1. The frequency for the above STEPs might be increased, IAW the applicable policy, regulation, technical manual, and manufacturer specification/recommendation.

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5. Hot Water Boilers PM Checklist _Annually	
Equipment Type	Hot Water Boilers (space Heating & Domestic Hot Water)
Job Plan Tittle	Annual
Reference	Means/ASME-CSD-1-1998
STEP No.	TASK
1	Check combustion chamber for air & gas leaks.
2	Make visual inspection of the igniter.
3	Check both pilot & main flame signal strength.
4	Check flame failure detection system. Close manual fuel supply pilot & main; check safety shutdown timing and log.
5	Conduct pilot turndown test IAW manufacturers instructions.
6	Replace vacuum tubes, scanners, or flame rods IAW manufacturers instructions.
7	Test for hot refractory hold in.
8	Check firing rate control and verify factory settings.
9	Conduct a combustion test of the firing rate control; verify factory settings.
10	Open limit switch and make aural and visual check of the pilot and/or main fuel valves; check valve position indicators.
11	For pilot and/or main fuel valves Check all coils & diaphragms; test all other operating parts of all safety shutoff & control valves.
12	Test fuel valve interlock switch IAW manufacturers instructions.
13	Perform leakage test on pilot & main gas and/or fuel valves IAW manufacturers instructions.
14	Make visual inspection of the flue, vent, stack or outlet dampers linkage for proper operation.
15	Test low draft, fan, air pressure & damper position interlocks.
16	Test purge switch IAW manufacturers instructions.
17	Check low fire start interlock.
18	Test low fire start interlock IAW manufacturers instructions.
19	Test air/steam interlock IAW manufacturers instructions.
20	Test burner position interlock IAW manufacturers instructions.
21	Check duel fuel change over control.
22	Test high & low oil pressure & temperature interlocks.
23	Test high & low gas pressure & temperature interlocks.
24	Test operation of low water fuel cut-off devices.
25	Recondition or replace low water fuel cut-off device.
26	Test high limit & operating temperature or steam pressure controls.
27	Test safety/safety relief valves IAW ASME boiler & pressure vessel code, sections VI and VII.
28	Check flame failure detection system components, such as vacuum tubes, amplifier, and relays.
29	Check piping and wiring of all interlocks and shutoff valves.
30	Inspect burner components IAW manufacturers instructions.
31	Clean gas train drip leg & oil system atomizers & strainers; vacuum boiler.
32	Wash and layup boiler.
33	Check and adjust boiler water chemicals.
34	Perform any tasks other than the above STEPs, as required by the applicable policy, regulation, technical manual, and manufacturer specification/recommendation.
35	Fill out maintenance checklist and report deficiencies.
NOTE	1. The frequency for the above STEPs might be increased, IAW the applicable policy, regulation, technical manual, and manufacturer specification/recommendation.

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6. Steam Boilers PM Checklist_Weekly	
Equipment Type	Steam Boilers
Job Plan Tittle	Weekly
Reference	Means/ASME-CSD-1-1998
STEP No.	TASK
1	Make visual inspection of the igniter.
2	Check both pilot & main flame signal strength.
3	Check flame failure detection system. Close manual fuel supply pilot & main; check safety shutdown timing and log.
4	Check firing rate control and verify factory settings
5	Open limit switch and make aural and visual check of the pilot and/or main fuel valves; check valve position indicators.
6	Test operation of low water fuel cut-off devices.
7	Perform visual opacity checks IAW unmanned boiler SOP.
8	Perform water chemistry analysis IAW unmanned boiler SOP.
9	Perform any tasks other than the above STEPs, as required by the applicable policy, regulation, technical manual, and manufacturer specification/recommendation.
10	Fill out maintenance checklist and report deficiencies.
NOTE	1. The frequency for the above STEPs might be increased, IAW the applicable policy, regulation, technical manual, and manufacturer specification/recommendation.

7. Steam Boilers PM Checklist_Monthly	
Equipment Type	Steam Boilers
Job Plan Tittle	Monthly
Reference	Means/ASME-CSD-1-1998
STEP No.	TASK
1	Perform all weekly maintenance procedures.
2	Make visual inspection of the flue, vent, stack or outlet dampers linkage for proper operation.
3	Test low draft, fan, air pressure & damper position interlocks.
4	Check low fire start interlock.
5	Test high & low oil pressure & temperature interlocks.
6	Test high & low gas pressure & temperature interlocks.
7	Perform any tasks other than the above STEPs, as required by the applicable policy, regulation, technical manual, and manufacturer specification/recommendation.
8	Fill out maintenance checklist and report deficiencies.
NOTE	1. The frequency for the above STEPs might be increased, IAW the applicable policy, regulation, technical manual, and manufacturer specification/recommendation.

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8. Steam Boilers PM Checklist_Quarterly	
Equipment Type	Steam Boilers
Job Plan Tittle	Quarterly
Reference	Means/ASME-CSD-1-1998
STEP No.	TASK
1	Perform all weekly and monthly maintenance procedures.
2	Check flame failure detection system components, such as vacuum tubes, amplifier, and relays.
3	Check piping and wiring of all interlocks and shutoff valves.
4	Inspect burner components IAW manufacturers instructions.
5	Perform any tasks other than the above STEPs, as required by the applicable policy, regulation, technical manual, and manufacturer specification/recommendation.
6	Fill out maintenance checklist and report deficiencies.
NOTE	1. The frequency for the above STEPs might be increased, IAW the applicable policy, regulation, technical manual, and manufacturer specification/recommendation.

9. Steam Boilers PM Checklist_Annually	
Equipment Type	Steam Boilers
Job Plan Tittle	Annually
Reference	Means/ASME-CSD-1-1998
STEP No.	TASK
1	Perform all weekly, monthly & quarterly maintenance procedures.
2	Conduct pilot turndown test IAW manufacturers instructions.
3	Replace vacuum tubes, scanners, or flame rods IAW manufacturers instructions.
4	Test for hot refractory hold in.
5	Conduct a combustion test of the firing rate control; verify factory settings.
6	Check all coils & diaphragms; test all other operating parts of all safety shutoff & control valves.
7	Test fuel valve interlock switch IAW manufacturers instructions.
8	Perform leakage test on pilot & main gas and/or fuel valves IAW manufacturers instructions.
9	Test purge switch IAW manufacturers instructions.
10	Test low fire start interlock IAW manufacturers instructions.
11	Test air/steam interlock IAW manufacturers instructions.
12	Test burner position interlock IAW manufacturers instructions.
13	Check duel fuel change over control.
14	Recondition or replace low water fuel cut-off device.
15	Test high limit & operating temperature or steam pressure controls.
16	Test safety/safety relief valves IAW ASME boiler & pressure vessel code, sections VI and VII.
17	Inspect & clean burner components IAW manufacturers instructions.
18	Clean gas train drip leg & oil system atomizers & strainers; vacuum boiler.
19	Wash and layup boiler.
20	Power Vac boiler
21	Perform any tasks other than the above STEPs, as required by the applicable policy, regulation, technical manual, and manufacturer specification/recommendation.
22	Fill out maintenance checklist and report deficiencies.
NOTE	1. The frequency for the above STEPs might be increased, IAW the applicable policy, regulation, technical manual, and manufacturer specification/recommendation.

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10. Hydronic Heating System Mechanical Room PM Checklist _Annually	
Equipment Type	Hydronic Heating System*(Water) Mechanical Room Maintenance.
Job Plan Tittle	Annually
Reference	
STEP No.	TASK
1	Check with operating or area personnel for deficiencies.
2	Heating System Hot Water Converter A) Check temperature gauges for proper operating temperatures; repair or replace as necessary. B) Check hot water modulating valve for proper operation; repair or replace as necessary. C) Inspect heat exchanger and adjacent piping for torn or deteriorated insulation; repair or replace as necessary.
3	Recirculation pumps A) Check for proper operation of pump. B) Check for leaks on suction & discharge piping, seals, packing glands, etc. Check pump & motor operation for excessive vibration, noise, & overheating; make minor adjustments or replace pump as necessary. C) Check alignment of pump & motor; adjust or replace as necessary. D) Lubricate pump & motor.
4	Automatic Control Valves (Average of 3) A) Lubricate valve actuator stem & valve stem, where possible. B) Check valve for proper operation. C) Check packing glands for leakage; adjust as required. D) Check pneumatic operator & tubing for leaks.
5	Motor Operated Valves. A) Lubricate valve actuator stem & valve stem, where possible. B) Check motor and valve for proper operation, including limit switch; adjust as required. C) Check packing gland for leaks; adjust as required. D) Check electrical wiring, connections & contacts; tighten as necessary. E) Inspect & lubricate motor gearbox as required.
6	Hot Water System Valves (Average of 5) A) Lubricate valve stem; open & close valve to check operation. B) Check packing glands for leaks; tighten packing & flange bolts as required.
7	Strainers A) Remove & clean strainer element. B) Inspect for leaks; tighten as necessary
8	Clean mechanical room.
9	Perform any tasks other than the above STEPs, as required by the applicable policy, regulation, technical manual, and manufacturer specification/recommendation.
10	Fill out maintenance checklist and report deficiencies.
NOTE	1. The frequency for the above STEPs might be increased, IAW the applicable policy, regulation, technical manual, and manufacturer specification/recommendation.

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11. Hydronic Heating System (Steam) Mechanical Room PM Checklist_Annually	
Equipment Type	Hydronic Heating System (Steam) Mechanical Room PM Maintenance
Job Plan Tittle	Annually
Reference	
STEP No.	TASK
1	Check with operating or area personnel for deficiencies.
2	Heating System Steam Convertor A) Check temperature gauges for proper operating temperatures; repair or replace as necessary. B) Check steam modulating valve & steam condensate trap for proper operation; repair or replace as necessary. C) Inspect heat exchanger and adjacent piping for torn or deteriorated insulation; repair or replace as necessary.
3	Condensate Pump(s) A) Check for proper operation of pump. B) Check for leaks on suction & discharge piping, seals, packing glands, etc.; make minor adjustments or replace pump as necessary. C) Check alignment of pump and motor; adjust as necessary. D) Lubricate pump and motor. E) Clean exterior of pump & motor.
4	Recirculation pumps A) Check for proper operation of pump. B) Check for leaks on suction & discharge piping, seals, packing glands, etc. Check pump & motor operation for excessive vibration, noise & overheating; make minor adjustments or replace pump as necessary. C) Check alignment of pump, motor & check condition of coupling guard; adjust or replace as necessary. D) Lubricate pump & motor.
5	Steam Regulating Valves A) Inspect valve for leaks; repair as necessary. B) Manually operate to check operation; adjust as necessary. C) Check pressure for proper opening & closing action.
6	Automatic Control Valves A) Lubricate valve actuator stem & valve stem, where possible. B) Check valve for proper operation. C) Check packing glands for leakage; adjust as required. D) Check pneumatic operator & tubing for leaks.
7	Motor Operated Valves (Average of 2) A) Lubricate valve actuator stem & valve stem, where possible. B) Check motor and valve for proper operation, including limit switch; adjust as required. C) Check packing gland for leaks; adjust as required. D) Check electrical wiring, connections & contacts; tighten as necessary. E) Inspect & lubricate motor gearbox as required.
8	Steam System Valves (Average of 15) A) Lubricate valve stem; open & close valve to check operation. B) Check packing glands for leaks; tighten packing & flange bolts as required.

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9	Strainers A) Remove & clean strainer element. B) Inspect for leaks; tighten as necessary
10	Expansion Tank A) Check sightglass for defects; replace as necessary. B) Check overall condition of tank; repair as necessary. C) Check gage stop valves for operation & defects; repair or replace as necessary. D) Check for leaks on piping to the system; repair or replace as necessary.
11	Condensate Tanks A) Check for holes. B) Check for leaking tank C)Check for rusted areas, clean and touch up paint D) Check sight glass for damage, leaks; repair or replace as necessary. E) Check all tank valves for damage, leaks; repair or replace as necessary. F) Check tank level switch for leaks, bare wires & proper operation; adjust as necessary.
12	Steam Traps (Average of 15) A) Check for proper operation of the trap by: 1) Visually looking for excessive steam venting. 2) Check condensate temperature at condensate tank 3) Mechanically or electrically check the cycling of the trap
13	Clean mechanical room.
14	Perform any tasks other than the above STEPs, as required by the applicable policy, regulation, technical manual, and manufacturer specification/recommendation.
15	Fill out maintenance checklist and report deficiencies.
NOTE	1. The frequency for the above STEPs might be increased, IAW the applicable policy, regulation, technical manual, and manufacturer specification/recommendation.

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12. Miscellaneous PM Checklist	
Equipment Type	Miscellaneous PM Maintenance
STEP No.	TASK
1	BOILERS #1: Hardness - 10 ml. Sample add 5 drops Reagent #1 (THEM10-1) add Reagent #2 (TH10-2) one drop at a time until turns from pinkish to pure blue. Subtract one from number of drops and multiply by 10. Limits 0. #2: P-Alkalinity - 10 ml. Sample add 2 drops Reagent #1 (APA50-1) sample will turn pink, add Reagent#2 (APA50-2) one drop at a time shaking bottle until pink color disappears. Subtract one from number of drops and multiply by 50. Limits 350-800 #3: Chlorides - Use same sample from Alkalinity test, add 1 drop Hydrogen Peroxide, add 3 drops Reagent #1 (SC5-2), add Reagent #2 (SC5-3) one drop at a time shaking bottle until yellow turns to a rust color. Limits 70-100 #4: Sulfite - 10 ml. Sample add scoop Reagent #1 (SS5-1) do not get scooper wet, add Reagent #2 (SS5-2) one drop at a time shaking bottle until sample turns a blue-black color. Subtract one from number of drops and multiply by 5. Limits 20-40 note: sulfite will be high in automatic treated boilers. #5: Posca - 10 ml. Sample add one scoop Reagent #1 (P-1), add 2 drops Reagent #2 (P-2), add Reagent #3 (P5-3) one drop at a time shaking bottle until sample changes color from yellow to pinkish. Subtract one from number and multiply by 5. Limits 30-60 #6: Conductivity - 50 ml Sample add (CNS-1) until sample turns clear, fill conductivity meter to cover metal probe, turn switch to 1000 reading and take reading. Limits 2000-3000
2	CONDENSATE #1: Ph - Fill pH bottle to line, add 8 drops (Phenol red Indicator Type H) take reading. Limits 7.6-8.5 #2: Hardness - 10 ml. Sample add 5 drops Reagent #1 (THEM10-1) add Reagent #2 (TH10-2) one drop at a time until turns from pinkish to pure blue. Subtract one from number of drops and multiply by 10. Limits 0. #3: Conductivity - 50 ml Sample add (CNS-1) until sample turns clear, fill conductivity meter to cover metal probe, turn switch to 1000 reading and take reading. Limits 2000-3000
3	TOWERS #1: pH - Fill pH bottle to line, add 8 drops (Phenol red Indicator Type H) take reading. Limits 7.6-8.5 #2: Chloride – 10 ml. Sample add 3 drops Reagent #1 (SC5-2), add Reagent #2 (SC5-3) one drop at a time shaking bottle until yellow turns to a rust color. Limits 70-100 #3: Posca - 10 ml. Sample add one scoop Reagent #1 (P-1), add 2 drops Reagent #2 (P-2), add Reagent #3 (P5-3) one drop at a time shaking bottle until sample changes color from yellow to pinkish. Subtract one from number and multiply by 5. Limits 30-60 #4: Conductivity - 50 ml Sample add (CNS-1) until sample turns clear, fill conductivity meter to cover metal probe, turn switch to 1000 reading and take reading. Limits 2000-3000
4	HOT WATER #1: pH - pH bottle to line, add 8 drops (Phenol red Indicator Type H) take reading. Limits 7.6-8.5 #2: Nitrite – #3: Conductivity - 50 ml Sample add (CNS-1) until sample turns clear, fill conductivity meter to cover metal probe, turn switch to 1000 reading and take reading. Limits 2000-3000

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13. Burners PM Checklist	
Equipment Type	Burners PM Maintenance
Job Plan Tittle	Dailly - Annually
Reference	O&M Manual
STEP No.	TASK
Daily	1. Gages, monitors, and indicators Make visual inspection and record readings in log. 2. Instrument and equipment Daily Operator Make visual check against heat settings Make visual check against heat settings exchanger manufacturer's recommended specifications.
Weekly	1. Ignition system Make visual inspection, check flame signal strength if meter-fitted. 2. Fuel Valves Pilot and Main Open limit switch - make aural and visual check - check valve position indicators if so fitted. 3. Combustion safety controls Flame failure Close manual fuel supply for (1) pilot, (2) main fuel cock, and/or valve(s): check safety shutdown timing; log. 4. Flame signal strength If flame signal meter installed, read and log; for both pilot and main flames, notify service organization if readings are very high, very low, or fluctuating; refer to flame safeguard manufacturer's instructions.
Monthly	1. Flue, vent, stack, or outlet damper Make visual inspection of linkage, check for proper operation. 2. Combustion air All sources remain clean and open. 3. Low draft, fan air pressure, and damper Refer to this manual and control component manufacturer's instructions.
Semiannually	1. Inspect burner components Refer to this manual and control component manufacturer's instructions.
Annually	1. Fuel Valves Main Perform valve leak test per valve manufacturer's. 2. High limit safety control Refer to heat exchanger manufacturer's instructions. 3. Operating control Refer to heat exchanger manufacturer's instructions. 4. Check blower motor and wheel for cleanliness. Remove and clean as necessary Remove and clean 5. Remove, inspect and clean gas pilot assembly Remove and clean
As required/ annually	1. Pilot turndown tests Required after any adjustments to flame scanner mount or pilot burner; verify annually - refer to flame safeguard.
Weekly, Semiannually, Annually	1. Firing rate control Verify heat exchanger manufacturer's settings. Verify heat exchanger manufacturer's settings. Check with combustion test.