

Space Heating Furnace and Rooftop Unit Tune-Up Checklist

Valid Jan. 1, 2026 - Dec. 31, 2026

If you are applying for the space heating furnace or rooftop unit (RTU) tune-up rebate, please complete this checklist and submit it with your completed and signed Prescriptive Rebate Program application. Customers are eligible for a furnace and RTU tune-up rebate once every three (3) years. Customers with a maintenance contract addressing furnace and RTU tune-ups are not eligible for this rebate.

Contractor/equipment information

Contractor Name:		Technician:	
Annual Operating Hours:		Manufacturer:	
Model Number:		Serial Number (if possible):	
Input (MBH):		Location:	
Type:	☐ Furnace ☐ Rooftop Unit ☐ Unit-Heater		

Tune-up checklist

The furnace or RTU tune-up shall be completed by a qualified technician and include all of the following that apply.*

☐	Inspect for gas leaks and measure combustion efficiency prior to tune-up using an electronic flue gas analyzer	☐	Perform carbon monoxide test and adjust heating system until results are within standard industry acceptable limits
☐	Check and clean blower assembly and components per manufacturer's recommendations	☐	Inspect control box, wiring, and controls for proper connections and performance
☐	Where applicable, inspect and lubricate motor if required	☐	Check air filter and clean or replace per manufacturer's recommendations
☐	Where applicable, inspect and replace fan belt if required	☐	Inspect duct work connected to furnace for leaks or blockages
☐	Clean burner per manufacturer's recommendations and adjust as needed	☐	Measure temperature rise and adjust flow as needed
☐	Check ignition system and safety systems; clean and adjust as needed	☐	Check for voltage imbalances and conduct an amperage check
☐	Check and clean heat exchanger per manufacturer's recommendations	☐	Check thermostat operation is per manufacturer's recommendations
☐	Inspect exhaust/flue for proper attachment and operation	☐	Measure combustion efficiency after tune-up using an electronic flue gas analyzer

*Copies of before and after combustion analysis results must accompany each furnace tune-up rebate application.