Have a trusted professional fill in this information and keep it where you can access it.

Questions for your heating service professional:

My filter size is: ___________________________ description (perm, disp, wash): ___________________________

I should service/replace my filter every ___________________________

Furnace make: _______ Furnace Model #: ______________________ MM/yr made: _______

Specified heat-rise range: __________________ tested heat-rise with clean filter: __________________

My furnace power can be reset: Y/N _____ Breaker/switch is marked ___________________________

All furnace safeties are in place? ____________ Furnace is a combustion appliance? ____________

Fire protection detector? Y/N _______ Yr: _______ CO detector? Y/N _______ Yr: _______

How many registers can be closed when heating? ___________________________

How many registers can be closed when cooling? ___________________________

Furnace circulation motor speeds: Heating: ____________ cooling: ____________ circ: ______

AC/heat pump make: _______ Model: ______________________ MM/yr made: _______

Heat pump self-protection safeties: Low/ Loss of charge? _______ High/ Over pressure? _______

Thermostat make and model: ______________________ outdoor sensor installed?: ______

Thermostat requires batteries every: ___________________________ type and #: __________________

I should switch to “Emergency Heat” if: ___________________________

My furnace has fresh air ducted in? Y/N _______ The outside-air control is Best/O.K./none

Should I use continuous “fan-on”? ___________________________

My system has a drain-trap that needs cleaning Y/N _______ How often? ___________________________

All documents for Furnace, Heat pump, A.C., Humidifier, Thermostat are on-hand? ___________________________

Call for service ___________________________ Preferred servicer’s name ___________________________

Call for service ___________________________ Preferred servicer’s name ___________________________