

**APPENDIX A**

**EXAMPLE ANNUAL TUNE-UP CHECKLIST**

DATE: \_\_\_\_\_

FACILITY NAME: \_\_\_\_\_

FACILITY ADDRESS: \_\_\_\_\_

BOILER OPERATOR: \_\_\_\_\_

BOILER NUMBER: \_\_\_\_\_

TUNE-UP CONDUCTED BY: \_\_\_\_\_

(Please Print)

| <b>Item No.</b> | <b>Requirement</b>                      | <b>Description of Items to Clean/Inspect/Repair</b>   | <b>S or U*</b> | <b>Comments</b>                   |
|-----------------|---|---|----------------|-----------------------------------|
| 1               | Clean Fireside Surfaces                 | <ul style="list-style-type: none"> <li>▶ Deposits on Furnace Wall</li> <li>▶ Evidence of Wall Heating</li> <li>▶ Boiler Tube Banks</li> </ul>   |                |                                   |
| 2               | Clean Waterside Surfaces                | <ul style="list-style-type: none"> <li>▶ Scale Deposits on Surfaces</li> <li>▶ Heating Surfaces</li> </ul>  |                |                                   |
| 3               | Fuel System                             | <ul style="list-style-type: none"> <li>▶ Pumps</li> <li>▶ Filters</li> <li>▶ Burners/Pilots</li> <li>▶ Preheaters</li> <li>▶ Storage Tanks</li> </ul>   |                |                                   |
| 4               | Electric Control Systems                | <ul style="list-style-type: none"> <li>▶ Electrical Terminals</li> <li>▶ Controls/Switches</li> </ul>   |                |                                   |
| 5               | Combustion Control System & Adjustments | <ul style="list-style-type: none"> <li>▶ Test Exhaust Gas Composition</li> <li>▶ Firing Position</li> <li>▶ Firing Temperature</li> <li>▶ Burners/Pilots</li> <li>▶ - flame safe guard scanner</li> <li>▶ Burner Observation Glasses</li> </ul> |                | Combustion efficiency calculation |

| Item No. | Requirement      | Description of Items to Clean/Inspect/Repair  | S or U* | Comments |
|----------|------------------|---|---------|----------|
| 6        | Valves           | <ul style="list-style-type: none"> <li>▶ Safety</li> <li>▶ Relief</li> <li>▶ Hydraulic</li> <li>▶ Pneumatic</li> <li>▶ Other</li> </ul>                         |         |          |
| 7        | Refractories     | <ul style="list-style-type: none"> <li>▶ Front of Furnace</li> <li>▶ Rear of Furnace</li> <li>▶ Sides of Furnace</li> <li>▶ Burner Throat Refractory</li> </ul> |         |          |
| 8        | Fan System       | <ul style="list-style-type: none"> <li>▶ Housing</li> <li>▶ Blades</li> <li>▶ Inlet Screen</li> </ul>   |         |          |
| 9        | Feedwater System | <ul style="list-style-type: none"> <li>▶ Condensate Receivers</li> <li>▶ Deaeration System</li> <li>▶ Pumps / Motors</li> <li>▶ Low Water Cut-off</li> </ul>    |         |          |

\* Enter an "S" for satisfactory or a "U" for unsatisfactory. Anything denoted with a "U" should be explained under comments and should also note the date that it became satisfactory.

TUNE-UP COMPLETED: \_\_\_\_\_ DATE: \_\_\_\_\_

*(Signature)*

**NOTE:** This Appendix is given as an example of what should be included in a checklist. The checklist may need additional detail depending on the type of boiler and fuel system. This list is not all inclusive as it is not modeled after a particular system, but instead gives only general information which is applicable to most systems.