

Boiler feed and condensate unit annual maintenance checklist

The annual condensate unit service is the deep pass: the measurements, cleanings and tests a quarterly round doesn't reach. This checklist keeps the full service on record with the photos that make it defensible later. Work is commonly verified against manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The boiler service tech on the annual, with the unit taken down and drained so the receiver interior and the pumps can be opened. When: Once a year, ideally at end of heating season, the pass that drains the receiver to inspect the tank interior and pulls the pumps and check valves the quarterly can only watch from outside.

Receiver interior

- ☐ **Receiver drained and inspected internally**
Tank drained and opened, interior checked for sediment, scale and corrosion or pitting, cleaned out, vent and overflow connections proven clear. 2 photos required

Pumps, check valves and strainer

- ☐ **Feed pumps and check valves serviced**
Each pump run and current read against nameplate, seals inspected or replaced on run hours, discharge check valves pulled and their seats and discs inspected or replaced so they hold against backfeed. 2 photos required
- ☐ **Strainer and makeup valve cleaned and serviced**
Strainer basket pulled and cleaned, float-operated makeup valve inspected and its seat verified holding, isolation valves operable. 1 photo required

Controls, alarm and cutout

- ☐ **Level control, low-water cutout and alarm tested**
Float or probe level control tested through its range, low-water cutout proven to stop the feed and any boiler interlock, alarm and pump-fault annunciation functionally tested rather than assumed. 2 photos required
- ☐ **Controls returned to auto and unit proven in operation**
Unit refilled and run through a full cycle with the boiler, level staging and makeup behaving, controls left in auto with no hand overrides and no standing alarm. 1 photo required