

Electric heat trace system quarterly maintenance checklist

A quarterly heat trace system round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. Work is commonly verified against NEC (NFPA 70), manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The electrician or maintenance tech on the quarterly round. When: Every quarter, with the round before the first hard freeze treated as the one that matters most for the tracing.

Controller and circuits

- ☐ **Setpoints and alarms checked at the controller**
Maintain temperature and alarm settings as intended, no standing alarms, each circuit showing energized on its own indicator. 1 photo required
- ☐ **Ground-fault protection status verified per circuit**
GFEP not tripped or bypassed on any circuit, trip history noted where the controller logs it. 1 photo required

Current and coverage

- ☐ **Per-circuit current draw read**
Draw measured on each circuit and compared against the expected value for its length, a low or zero reading flagged as a break. 1 photo required
- ☐ **Insulation and lagging condition over the run checked**
Cladding intact and dry along the traced run, no crushed or water-logged insulation, coverage present at valves, flanges and hangers. 2 photos required