READY TO INSPECT — FIELD CHECKLIST

Infrared radiant heater annual maintenance checklist

The annual infrared radiant heater 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 IMC (mechanical code), the applicable fuel-gas code, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The HVAC service lead on the annual pre-season combustion service. When: Once a year before the heating season, when the burner can be pulled and the tubes, vent and reflectors inspected with the unit cold and locked out.

Isolation and access

- [ ] Work zone under the heater barricaded for the service
  Aisle below closed to forklifts and foot traffic for the service, lift checked before use, tools tethered or kept in the basket so nothing drops.
  1 photo required
- [ ] Every supply to the heater isolated, locked and tagged
  Burner, any inducer and control power locked, gas cock closed and tagged; firing tests run under the temporary release (gas reopened, covers on, locks off by owner), then re-locked.
  1 photo required
- [ ] Tubes, emitters and reflectors left to cool before handling
  Heater allowed to cool after lockout, surfaces checked with a thermometer or by hand held off the metal before anyone grips a tube, emitter or reflector.
  No photo required

Combustion service

- [ ] Burner cleaned and combustion checked
  Burner, orifice and igniter cleaned, gas pressure set per the rating plate, combustion confirmed clean and stable, no sooting.
  2 photos required
- [ ] Flame sensor cleaned and set to the maker's gap
  Flame rod or sensor cleaned of oxide and set to the maker's gap, its lead and ceramic insulator intact; the igniter is covered by the burner cleaning.
  No photo required
- [ ] Flame signal read at the ignition control
  Where the control gives a reading, flame signal read with the burner firing under the release and energized-work PPE, against the module's listed minimum and last year's value.
  No photo required
- [ ] Draft inducer wheel and motor cleaned on tube heaters
  Inducer wheel cleaned of dust and soot, motor turning freely without bearing noise, pressure-switch tubing clear and uncracked.
  No photo required

Tubes and venting

- [ ] Radiant tubes and vent connector inspected full length
  Tubes and vent connector checked end to end for corrosion, separated joints, sag and blockage, terminal and screen clear.
  No photo required
- [ ] Reflectors washed and their clips and end caps refastened
  Deeper than the quarterly view: reflectors washed of dust and soot, dents straightened or noted, clips and end caps refastened so heat throws downward.
  1 photo required

Clearances and safeties

- [ ] Clearances and safety controls verified
  Listed clearances confirmed on all sides after any layout change, high-limit and flame safeguard proven to shut the burner down.
  1 photo required

- [ ] Chains, S-hooks and beam clamps checked at the structure
  Deeper than the floor view: every hanger followed to its beam clamp or anchor, links closed, clamps tight, no hanger bent by tube expansion.
  1 photo required

- [ ] Space or globe sensor compared with a reference reading
  Reference thermometer held beside the sensor, its offset set as the manufacturer allows, and the owner's setpoint restored afterward.
  1 photo required

Return to service

- [ ] Heater closed up and released from lockout
  Covers fastened and tools off the heater, gas cock reopened and disturbed joints leak-tested, each lock removed by whoever hung it.
  1 photo required

- [ ] Heater run through a full call and the aisle reopened
  Called on at the controller, it lights, radiates evenly along the tube or emitter, satisfies and shuts off, then barricades come down.
  1 photo required