READY TO INSPECT — FIELD CHECKLIST

Infrared radiant heater quarterly maintenance checklist

A quarterly infrared radiant heater 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 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 or maintenance tech on the quarterly heating-season round. When: Every quarter through the heating season, because these units hang out of reach and a sagging tube or a pallet stacked into the clearance zone goes unnoticed from the floor.

Access and the floor below

- [ ] Lift set up and the floor below closed to traffic
  Lift checked and run by a trained operator, the aisle under the heater coned off from forklifts and foot traffic, racking and stock never used as a platform.
  1 photo required

- [ ] Rating plate read and matched to the heater's tag
  Model, fuel, input rating and clearance distances read from the plate and matched to the tag and record, so the round logs against the right unit.
  1 photo required

Burner and ignition

- [ ] Burner lights and proves flame on a call for heat
  Ignition on demand, flame stable and the right color, flame safeguard proving without repeated lockout or short-cycling.
  2 photos required

- [ ] Gas train and connections leak-free
  No leaks at the gas connector, valve and unions, flexible connector not kinked or strained, shutoff accessible.
  1 photo required

- [ ] Draft inducer proves before ignition on tube heaters
  On a call for heat the inducer or vacuum pump starts first and its pressure switch proves before the igniter lights, with no rattle or bearing noise at the fan.
  No photo required

Tubes and reflectors

- [ ] Radiant tubes and reflectors intact and aligned
  Tubes straight and supported, no sag, cracks or burn-through, reflectors clean and aimed to throw heat down, not into the deck.
  1 photo required

Clearances and mounting

- [ ] Clearance to combustibles maintained on all sides
  Nothing (stock, racking, lighting, sprinkler branch) encroaching the listed clearance below or beside the heater, hangers and chains sound.
  2 photos required

- [ ] Sprinkler heads near the heater noted with their rating
  In sprinklered areas, heads beside or above the heater noted by bulb color or marked rating, and any head inside the label's clearance, or newly moved, reported to the owner.
  No photo required

- [ ] Mounting height and tilt checked against the instructions
  Height above the floor and reflector tilt compared with the manufacturer's minimum mounting height and angle, no chain link opened or S-hook spread.
  1 photo required

- [ ] Tube hangers free to swing with expansion on tube heaters
  Hangers plumb when cold and free to move as the tube grows, none jammed against a beam, sprinkler pipe or light fixture that would bow the tube.
  No photo required

Venting and controls

- [ ] Vent and combustion-air terminals clear on vented units
  Exhaust and intake caps outside the wall or roof in place, clear of nests, snow and ice, no staining or soot around the penetration.
  No photo required

- [ ] Controller setpoint and schedule matched to the owner's
  Thermostat, globe sensor or zone controller showing the owner's setpoint and schedule, the sensor not shaded by stock or sitting in the heater's direct beam.
  1 photo required

- [ ] Clearance problems and defects reported to the owner
  Encroaching stock, changed lift paths and other defects reported to the owner's contact the same day, with the heater's tag on the round record.
  No photo required