READY TO INSPECT — FIELD CHECKLIST

Snow melt system quarterly maintenance checklist

A quarterly snow melt 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 manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The hydronic or electrical service tech on the seasonal round, most usefully just before first snow and once mid-season. When: Before the heating season and again mid-winter, since a sensor or zone that quietly dropped out is only found when a drive or walk fails to clear.

Controls and sensing

- [ ] Controller mode, setpoints and season status verified
  Controller in automatic and enabled for the season, slab and hold-off setpoints as specified, no lingering manual override from last winter.
  2 photos required
- [ ] Slab and aerial moisture/temperature sensors checked
  Slab sensor reading a plausible temperature, aerial or gutter moisture sensor clean and undamaged, controller registering a simulated moisture-plus-cold call.
  2 photos required
- [ ] In-slab sensor housing flush and undamaged where fitted
  Where the slab has an in-slab sensor, its cup flush with the paving, not gouged by plows, coated over or buried under a pile, top clean so it reads what the slab sees.
  No photo required
- [ ] Controller history or storm log reviewed for missed runs
  Run history or the owner's storm log showing an activation for each snow event since the last visit, any missed run or logged sensor or flow fault traced.
  No photo required

Zone circulation and heat

- [ ] Each zone confirmed warming during a call
  On an activation, every zone manifold loop running warm on hydronic, or every branch drawing current on electric, no dead lane across the slab.
  2 photos required
- [ ] Heat source or electric circuits energizing on demand
  Boiler or heat exchanger firing and reaching supply temperature, or electric elements and their contactors pulling in when the controller calls.
  1 photo required
- [ ] Loop pressure or electric protection status read during a call
  Hydronic loop pressure at the gauge within the fill setting with no air noise at the manifold, or on electric every branch breaker and GFEP showing no trip.
  1 photo required
- [ ] Manifold box or power panel closed, dry and labeled by zone
  Manifold box, vault or electric control panel closed and latched, no water tracking in at pipe or conduit entries, each zone labeled to the area of slab it heats.
  1 photo required

Slab surface and melt water

- [ ] Heated slab walked for cracks, heaves and damage over the loops
  No new cracks, heaved joints or plow gouges over the tubing or cable, joint sealant intact, no new anchors or saw cuts in the slab without the owner's record.
  1 photo required
- [ ] Melt water drainage checked at drains and slab edges
  Trench drains and inlets open and flowing, melt water leaving the heated area rather than ponding or refreezing into ridges at unheated edges, steps and aprons.
  1 photo required

- [ ] Heated area kept clear of plowed piles, mats and stored items
  No snow pushed onto the slab from unheated areas, no pile over the slab sensor, no mats, planters or pallets insulating part of a zone.
  1 photo required

Return to service

- [ ] Controller returned to automatic after the test call
  Simulated call cleared, any manual run or hold ended, and the display showing automatic with the season enabled before the tech leaves.
  1 photo required

- [ ] Owner told of zone status and how to start a manual run
  Owner's facility staff told which zones ran, any zone not clearing and what follows, and how to start a manual melt in a storm; findings logged against the system.
  No photo required