



POULSBO PLACE TRIOS
condominium association
www.pptca.org

Gas Fireplace Owner's Yearly Checklist:

Owners can easily remember how to maintain your gas fireplace with this fireplace checklist. Owners using the checklist will initial completion of each item. Upon completion of the yearly check each owner will submit a signed checklist to the Board. Owners have an option to have the gas fireplace inspected by a qualified contractor.

1. **Access Glass Assembly and Firebox** – Ensure that both the fireplace and the glass are cool and then turn the gas off. Carefully remove the glass assembly. _____
2. **Clean the Glass** – Clean the glass with a soft cloth and a cleaner and inspect the glass for scratches inspect the gasketing that is located on the glass assembly. Also remove dust from the louvers. _____
3. **Clean the Firebox** – Carefully clean any dust and dirt that is inside the firebox and on the lava rocks or decorative logs. If the rocks and/or logs show signs of significant wear (falling apart), they should be replaced. _____
4. **Inspect the Inside of the Firebox for Issues** – Visually inspect the firebox area looking for indications of rust, soot, and flaking. Also check the pilot light assembly so that the flame is not impeded. If any issues observed call a service technician. _____
5. **Clean the Rest of the Firebox** – Next - clean the rest of the firebox. This can be done by using a vacuum as well as a soft cloth to clean the valve cavity and the base. Be careful to not dislodge any of the gas fireplace's wiring when you are removing dust. _____
6. **Put the Firebox Back Together** – After you have completed the previous tasks on the checklist, you want to put the firebox back together. This includes turning the gas valve back on as well as putting the glass back and reinstalling the front. _____
7. **Check Burner Ignition** – Next check the burner ignition to make sure that it lights smoothly and without the presence of a delay. If there is a delay or it does not light smoothly, it is time to bring in a service technician. _____
8. **Check Your Carbon Monoxide Detector** - Final step is a check of your carbon monoxide detector which should be positioned near the ceiling or around four to five feet over the floor. This should not be placed directly over the gas fireplace. _____

Unit address: _____

Owner Signature: _____

Date of Self-Inspection: _____