



<b>Dates Inspected:</b>						<b>Inspected by:</b>

**TS-0038**

**Fireplace Insert**

*These instructions are to be used as a guide to help you maintain your home or office in a safe and efficient manner. They do not replace the requirements of the manufacturer. You should ALWAYS review your owner's manual for additional preventive maintenance requirements.*

This inspection is designed to increase safety and efficiency.

Always refer to your owner's manual for specific maintenance procedures. The procedures here are provided to help you become aware of the condition of your unit.

**PERFORM INSPECTION WHILE INSERT IS COOL INSIDE AND OUTSIDE**

1. Visually inspect the exterior of the insert to look for broken or cracked glass.
2. Open doors and covers and inspect for proper operations such that the doors and covers open properly and close properly.
3. Inspect circulating fan (if equipped) for proper operation.

**Wood & Coal Units:**

4. Clean firebox and inspect firebox for damage or deterioration.
5. Inspect dampers for proper operation
6. Remove ash from fire box area when ashes have cooled.

**Gas Units:**

7. Inspect burner and remove debris with a brush or vacuum.
8. Inspect logs for signs of soot. A little soot (black marks on logs) is normal but excessive soot is not normal and may indicate a problem with the burner or gas supply. If excessive soot is present, the unit should be inspected by a professional before use.

Note: Each insert is unique and may require special care. Special maintenance instructions are found in your owner's manual and should be reviewed with each inspection.

Take the time to do a thorough inspection. Ask if you have questions!