Chimney Maintenance Checklist

Business name _____

Business phone and email _____

Business mailing address _____

Customer name _____

Service location _____

Document date _____ Reference _____

Maintenance visit date _____ Technician _____

Appliance and vent information _____

Inspection level and requested scope _____

Access documentation and exclusions _____

[ ] Confirm agreed scope access and customer concerns

[ ] Review applicable manufacturer instructions and qualifications

[ ] Record equipment identification and visible condition

[ ] Document inspection or maintenance performed by a qualified pro

[ ] Record parts materials and test results where applicable

[ ] Note work outside the agreed scope before proceeding

[ ] Provide findings limitations and recommended next visit

[ ] Leave completion notes and customer acknowledgement

Findings and work performed _____

Next action and responsible person _____

Customer acknowledgement _____ Date _____

This is a record template, not technical maintenance instructions.