

# Fireplace Service Checklist

The checklist below is used by Parrish Companies during fireplace service calls.

1. Check fireplace and all venting for proper clearances, connections, and configuration.
2. Check and clean top of unit of any debris or construction materials, if possible.
3. Check termination cap condition and location:
  - a. On horizontal caps: Check for distance to soffits, mechanical and non-mechanical air inlet windows, doors, service regulator vent, deck, porch, inside and outside corners, other horizontal gas fireplace caps, or other conditions that could affect operation of the fireplace.
  - b. On vertical caps: Check for spacing to other termination caps, perpendicular walls, height above roof line, walls, and other obstruction or conditions that could affect operation of fireplace.
4. Check mantel and surround legs for clearance per installation instructions.
5. Ensure that circulating features are not covered up and that front face is not covered by combustibles.
6. Ensure proper set-up of lava rock, vermiculites, and glowing ember bed. (Only glowing embers should be placed on burner pan, or in flow of gas on Genesis Flame units, and air slots around burner must not be blocked.)
7. Check all wiring connections for tightness, and proper wiring per schematic in installs.
8. Check all gas connections and components for gas leaks.
9. Check igniter gap to pilot hood. Use a gauge or measure 1.25" (1/8").
10. Check that pilot sensor rod is clean.
11. Check for strong spark that arcs to pilot hood in gas flow on every tick of spark cycle.
12. Check that pilot flame is located in gas flow from main burner, and that main burner lights immediately after pilot.
13. Check that spark stops within 15 seconds after main burner has lit.
14. Turn unit off and check that pilot goes off too. (Unless it has been wired to stay on).
15. Check pilot flame alignment with sensor. (Flame should engulf tip and should glow red soon after lighting.)
16. Cycle unit at least 5 times to ensure it lights each time and goes out properly.
17. Optional: Place 2 tested D cell batteries in battery backpack and repeat tests 9 through 14.
18. Check gas input pressure while unit burns. Natural Gas: 4.5 - 7" WC; Propane Gas (LP): 11 - 14" WC (Write actual reading on line.)
19. Check gas output pressure while unit burns. Natural Gas: 3.5" WC; Propane Gas (LP): 10" WC (Write actual reading on line.)
20. Test all options (fans, remotes, glass doors etc.) for proper operation.
21. Clean on top of and under firebox of any debris or construction material.
22. Clean and inspect glass, ensure proper placement, and seal onto unit; ensure latches in place, if applicable.
23. Ensure safety screen in place properly over glass, if applicable.
24. Check for all other parts present and properly in place.
25. Clean area around fireplace.
26. Leave Instruction Manual for customer. (DO NOT PLACE IN FIREPLACE.)



**830-980-9595**

26995 HWY 281 N.  
San Antonio, TX 78260

**512-835-0937**

3600 E. Old Settlers  
Round Rock, TX 78665