



**THE CITY OF NEW YORK
DEPARTMENT OF ENVIRONMENTAL PROTECTION**

ANNUAL TUNE-UP RECORDKEEPING FORM

Application #: _____ Boiler #: _____

Facility: _____
Street Address
Borough
Zip

Boiler Make & Model: _____ Burner Make & Model: _____

Task performed		Description*	Comments/ Corrective Actions Taken
<input type="checkbox"/>	Inspect the equipment	Clean and inspect the burner and its components, the fireside and water-side surfaces of the boiler, fan housing, blades, inlet screens, the breeching, and chimney. Check all electrical and combustion control systems. Inspect and repair all valves and refractories.	
<input type="checkbox"/>	Inspect the flame pattern	Adjust the burner as necessary to optimize the flame pattern. The adjustment should be consistent with the manufacturer's specifications, if available. The flame cannot impinge on any surface.	
<input type="checkbox"/>	Inspect air-to-fuel ratio control system	Ensure system is calibrated and functioning properly, if such a system is installed on the boiler. Adjust draft control and air flow as needed to reduce excessive stack temperatures.	
<input type="checkbox"/>	Optimize levels of oxygen (O ₂)	Optimize oxygen levels to 4-5% or to the manufacturer's specifications. Maintain the operating stack temperature based on the manufacturer's recommendations.	

*Note that all equipment should be tuned and calibrated as per manufacturer's specifications. Individual boiler needs may vary and could include additional items

Name: _____

Signature: _____

Date of Tune-up: _____

*Note that an owner of equipment that is required to have a Certificate of Operation must perform annual tune-ups and combustion tests. A copy of manufacturer recommended tune-up specifications should be included with the recordkeeping. Records of the dates and procedures of each tune-up and results of these tests must be kept by the owner for a **minimum of five (5) years** and must be submitted **within five (5) business days** if requested by the Department.