

# Boiler Service Record

Keep the proof of annual servicing that boiler warranties commonly ask for, and an index of which engineer did what.

A running record of annual servicing for a gas, oil or LPG boiler. Most manufacturer warranties require proof of an annual service — this is that proof.

**KEEP THE CERTIFICATE TOO**

Keep the engineer's own paperwork as well. This sheet is an index of it, not a replacement for it. Note the engineer's registration number every time: it is the detail insurers and warranty departments ask for.

Property

Boiler make & model

Serial number

Installed

Warranty ends

| Date | Engineer & reg. no. | Work / parts | Flue gas / readings | Next due | Cost |
|------|---------------------|--------------|---------------------|----------|------|
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## BETWEEN SERVICES

- ☐ System pressure checked and topped up
  - ☐ Radiators bled
  - ☐ Condensate trap and pipe checked for blockage or freezing
  - ☐ Magnetic filter cleaned
  - ☐ Flue terminal clear outside
  - ☐ Carbon monoxide alarm tested

Notes and anything specific to yours

# Gas Furnace Service Record

Give a forced-air gas furnace its own record, rather than folding it into a general heating-and-cooling log that was built around a different kind of system.

A service record for a gas forced-air furnace, kept separate from whole-house HVAC and cooling — filter size, igniter type and what each service actually checked, with the technician's own readings.

**NO INTERVAL AND NO READING PRINTED HERE**

Work on gas appliances is restricted to licensed or registered technicians in most places, and the scheme differs by country and state or province. This sheet does not set a service interval or a safe reading for anything — record your technician's own figures and follow your manufacturer's and local requirements.

Property

Furnace make & model

Serial no.

Fuel type

Install date

Warranty ends

Filter size

**SERVICE RECORD**

| Date | Technician / company | Filter changed | Flue & venting checked | Technician's CO reading   | Next due |
|------|----------------------|----------------|------------------------|---------------------------|----------|
|      |                      | Y / N          | Y / N                  | as read by the technician |          |
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# HVAC and Heat Pump Service Log

Separate the annual professional service from the filter changes you do yourself, and keep both on one sheet.

Service and filter record for air conditioning, heat pumps and ducted heating. Filters are the job people skip and the one that costs them the compressor.

Property / zone

System make & model

Indoor unit serial

Outdoor unit serial

Installed

Filter size

Filter interval

Refrigerant type

## PROFESSIONAL SERVICE

| Date | Engineer / company | Work carried out | Readings | Next due |
|------|--------------------|------------------|----------|----------|
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## FILTER CHANGES AND OWNER CHECKS

| Date | Filter changed | Coils / condenser cleared | Condensate drain clear | Notes |
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Notes and anything specific to yours

# Water Heater Maintenance Log

Track the two jobs that decide how long a water heater lasts: flushing out sediment and replacing the sacrificial anode before it is gone.

Servicing and inspection record for a hot water cylinder, tank or tankless heater. Sediment flushing and anode replacement are the two jobs that decide how long it lasts.

Location

Make & model

Serial number

Capacity

Installed

Type

Anode type / last replaced

## SERVICE RECORD

| Date | Flushed | Anode checked | T&P valve tested | Temp. set to | Work / parts | By |
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## WATCH FOR

- ☐ Rumbling or popping when heating — sediment build-up
- ☐ Rusty or discoloured hot water
- ☐ Damp, staining or corrosion at the base
- ☐ Weeping or dripping from the pressure relief discharge
- ☐ Water noticeably slower to reheat than it used to be

Notes and anything specific to yours

# Heating Oil Delivery and Usage Log

Track what goes into the tank and what comes out of it, so a short delivery, a leak or a bad month shows up as a number instead of a suspicion.

Deliveries and usage for a heating oil or kerosene tank — what was delivered, what it cost, and what the tank read before and after, so you can see how much you actually get through.

## HOW TO USE THIS SHEET

- 1 Read the tank gauge just before the tanker arrives and again once it has finished — those two numbers are what make the rest of the sheet useful.
- 2 Record the unit price as well as the total. It is the only way to compare one supplier or one month against another.
- 3 Work out the usage since the last delivery and write it in — a jump you cannot explain is worth investigating.

Property Tank capacity Tank type

Supplier / account no. Gauge type Where the tank is

| Date | Supplier | Quantity         | Unit price | Total cost | Before       | After        | Used since last | Notes |
|------|----------|------------------|------------|------------|--------------|--------------|-----------------|-------|
|      |          | litres / gallons |            |            | tank reading | tank reading |                 |       |
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# Chimney Sweep and Stove Record

Keep the certificate index that home insurers ask for after a chimney fire, and track flue condition over time.

Sweeping and inspection record for a chimney, flue, stove or open fire — the certificate index your insurer will ask for after a chimney fire.

**THE CERTIFICATE IS THE EVIDENCE**

Keep the sweep's certificate with this sheet. Many home insurance policies require evidence of regular sweeping for a solid fuel appliance, and the certificate is the evidence — this page just tells you where it is and when the next one is due.

|                    |           |           |
|--------------------|-----------|-----------|
| Property           | Appliance | Fuel      |
| Stove make & model | Flue type | Installed |

| Date | Sweep / company | Flue condition | Certificate no. | Next due | Cost |
|------|-----------------|----------------|-----------------|----------|------|
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## OWNER CHECKS

- ☐ Cowl and terminal clear — no nests, no debris
  - ☐ Carbon monoxide alarm in the room tested
  - ☐ Rope seals on the door intact
  - ☐ Fuel stored dry and seasoned
  - ☐ Glass and baffle plate in good condition

Notes and anything specific to yours

# Wood Burner and Fuel Log

See what a heating season actually costs and which supplier and which fuel behaved best, rather than remembering it vaguely by March.

What fuel came in, from whom, how much of it there was and what it cost — plus room to say how it burned. One line per delivery, bag or load.

**FUEL RULES ARE LOCAL — CHECK YOURS**

Which fuels may be burned, and where, is set locally: rules differ by country, region and sometimes by street, and they change. Check what applies where you live — this sheet records what you bought and burned, it does not tell you what to burn. Sweeping, flue condition and certificates belong on the Chimney Sweep and Stove Record, which is a separate sheet.

Property

Appliance

Heating season

Stove make & model

Fuel store / where kept

| Date | Fuel           | Supplier | Quantity         | Moisture %  | Cost | How it burned / notes |
|------|----------------|----------|------------------|-------------|------|-----------------------|
|      | as sold to you |          | load, bag, crate | if measured |      |                       |
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Notice a system quietly under-performing, by keeping generation figures next to the faults, shading and cleaning that explain them.

### SAME DAY, EVERY MONTH

Read the meters on the same day each month and write the weather beside the number. A generation figure on its own says very little; the same month a year apart, next to a note about shading or a dirty array, says a great deal.

Commissioned

Serial

# Septic Tank and Treatment Plant Log

Answer the two questions that always follow a septic problem: when was it last emptied, and by whom.

Emptying, inspection and maintenance record for a septic tank or package treatment plant. The two questions after a failure are always when it was last emptied and by whom.

**LOCAL RULES VARY**

Rules for septic systems differ sharply between countries, states and counties — emptying intervals, discharge rules and registration are all local. Check what applies where you are; this sheet records what you did, it does not tell you what is required.

Property

Tank capacity

Tank / access location

System type

Installed

Soakaway / drainage field location

Registration no. (if any)

**EMPTYING AND INSPECTION**

| Date | Emptied / inspected | Contractor | Sludge depth or condition | Waste transfer note | Next due |
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## WARNING SIGNS TO RECORD

- Notes and anything specific to yours

# Private Well Water Test Log

See how a private supply changes over years rather than judging it from one test, and keep the maintenance record alongside the results.

Test results for a private water supply, kept in one place over the years so you can see change rather than a single snapshot.

**WE RECORD RESULTS — WE DO NOT SET LIMITS**

Which tests to run, how often, and what counts as a safe result are set by your local authority or health department, and they differ by region. Record your results here and read them against the guidance that applies where you live.

|                  |             |                 |
|------------------|-------------|-----------------|
| Property         | Source type | Depth / details |
| Treatment fitted |             | Installed       |

**TEST RESULTS**

| Date | Laboratory | Coliforms / E. coli | Nitrate | pH | Hardness | Iron / Mn | Other |
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| Date | Laboratory | Coliforms / E. coli | Nitrate | pH | Hardness | Iron / Mn | Other |
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## SYSTEM MAINTENANCE

# Water Softener Log

Keep a softener actually working, rather than discovering months later that it ran out of salt and the limescale came back.

Salt, settings and servicing for a water softener — the appliance most often forgotten until the hardness comes back.

Make & model

Installed

Capacity

Incoming hardness

Set to

Salt type used

## SALT AND SERVICE RECORD

| Date | Salt added | Hardness tested | Regeneration checked | Service / parts | By |
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# Sump Pump Test Log

Prove the pump still works before the water arrives, including the backup that nobody ever tests.

A test record for a sump pump. A pump that has not been tested since last winter is not a pump, it is a hope.

## HOW TO USE THIS SHEET

- 1 Pour a bucket of water into the pit until the float lifts. The pump should start, clear the pit and stop cleanly.
- 2 Check the discharge actually runs outside and is not frozen, blocked or draining back.
- 3 Test the backup pump and its battery separately — that is the one that matters.

Location

Pump make & model

Installed

Backup type

Battery fitted

| Date | Pump ran | Pit cleared | Discharge clear | Backup tested | Battery | Notes |
|------|----------|-------------|-----------------|---------------|---------|-------|
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# Roof Inspection Record

Spot roof problems early and, more usefully, see what has changed since the last inspection.

A ground-level roof inspection you can do twice a year with a pair of binoculars, recorded so you can see what has changed since last time.

## FROM THE GROUND

Do this from the ground. Roof work is genuinely dangerous and it is not the job this sheet is asking you to take on — you are looking for what needs a professional, not fixing it.

| Property | Roof type / covering | Date |
|----------|----------------------|------|
|----------|----------------------|------|

## INSPECTION

- |                                                                              |  |
|------------------------------------------------------------------------------|--|
| <input type="checkbox"/> Slipped, cracked, broken or missing tiles or slates |  |
| <input type="checkbox"/> Ridge and hip tiles — mortar cracked or missing     |  |
| <input type="checkbox"/> Flashing at chimneys, abutments and valleys         |  |
| <input type="checkbox"/> Valleys clear of debris                             |  |
| <input type="checkbox"/> Moss growth heavy enough to block drainage          |  |
| <input type="checkbox"/> Sagging in the roof line                            |  |
| <input type="checkbox"/> Fascia, soffit and bargeboard condition             |  |
| <input type="checkbox"/> Roof lights and vents — seals and surrounds         |  |
| <input type="checkbox"/> Chimney stack — pointing, leaning, pot condition    |  |
| <input type="checkbox"/> Aerials, dishes and fixings secure                  |  |
| <input type="checkbox"/> Gutters and hoppers aligned and clear               |  |
| <input type="checkbox"/> Signs of water tracking down external walls         |  |

## LOFT CHECK FROM INSIDE

- |                                                                           |  |
|---------------------------------------------------------------------------|--|
| <input type="checkbox"/> Daylight visible through the roof covering       |  |
| <input type="checkbox"/> Damp patches, staining or drips on the underside |  |

- ☐ Wet or compressed insulation
- ☐ Signs of birds, rodents or wasps

Action needed / who to call

Notes and anything specific to yours

# Gutter Cleaning Log

Keep gutters on a schedule instead of clearing them after the damp appears, and record faults you spotted but did not fix.

When the gutters were last cleared, by whom, and what was found. Blocked gutters cause more damp than leaking roofs do.

Property

Gutter type / height

| Date | Areas cleared | Condition / faults found | Cleared by | Cost |
|------|---------------|--------------------------|------------|------|
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## WHAT TO LOOK FOR WHILE YOU ARE UP THERE

- ☐ Sagging runs or loose brackets
  - ☐ Joints leaking or dripping
  - ☐ Downpipes blocked at the shoe or the gully
  - ☐ Water tracking down the wall — staining below the gutter line
  - ☐ Plants growing in the gutter — the last warning before a blockage
  - ☐ Fascia or soffit soft to the touch

Notes and anything specific to yours