

3 Maintenance and Service

Any safety screen or guard removed for servicing must be replaced prior to operating the appliance.

When properly maintained, your appliance will give you many years of trouble-free service. We recommend annual service by a qualified technician.

A. Maintenance Tasks-Homeowner

Installation and repair should be done by a qualified technician only. The appliance should be inspected before use and at least annually by a professional service person.

The following tasks may be performed annually by the homeowner. If you are uncomfortable performing any of the listed tasks, please call your dealer for a service appointment.

More frequent cleaning may be required due to lint from carpeting or other factors. Control compartment, burner and circulating air passageway of the appliance must be kept clean.

CAUTION! Risk of Burns! The appliance should be turned off and cooled before servicing.

Glass Cleaning

Frequency: Seasonally

By: Homeowner

Tools Needed: Protective gloves, glass cleaner, drop cloth and a stable work surface.

CAUTION! Handle fixed glass assembly with care.

Glass is breakable.

- Avoid striking, scratching or slamming glass
- Avoid abrasive cleaners
- **DO NOT** clean glass while it is hot
- Prepare a work area large enough to accommodate fixed glass assembly and door frame by placing a drop cloth on a flat, stable surface.

Note: Fixed glass assembly and gasketing may have residue that can stain carpeting or floor surfaces.

- Remove door or decorative front from appliance and set aside on work surface.
- See Section 15 for instructions to remove fixed glass assembly.
- Clean glass with a non-abrasive commercially available cleaner.
 - Light deposits: Use a soft cloth with soap and water
 - Heavy deposits: Use commercial fireplace glass cleaner (consult with your dealer)
- Carefully set fixed glass assembly in place on appliance. Hold glass in place with one hand and secure glass latches with the other hand.
- Reinstall door or decorative front.

Doors, Surrounds, Fronts

Frequency: Annually

By: Homeowner

Tools needed: Protective gloves, stable work surface

- Assess condition of screen and replace as necessary.
- Inspect for scratches, dents or other damage and repair as necessary.
- Check that louvers are not blocked.
- Vacuum or dust surfaces.

Remote Control

Frequency: Seasonally

By: Homeowner

Tools needed: Replacement batteries and remote control instructions.

- Locate remote control transmitter and receiver.
- Verify operation of remote. Refer to remote control operation instructions for proper calibration and setup procedure.
- Place batteries as needed in remote transmitters and battery-powered receivers.
- Place remote control out of reach of children.

If not using your fireplace for an extended period of time (summer months, vacations/trips, etc), to prevent unintended operation:

- Remove batteries from remote controls.
- Unplug 3 volt adapter plug on IPI models.

Venting

Frequency: Seasonally

By: Homeowner

Tools needed: Protective gloves and safety glasses.

- Inspect venting and termination cap for blockage or obstruction such plants, bird nests, leaves, snow, debris, etc.
- Verify termination cap clearance to subsequent construction (building additions, decks, fences, or sheds). See Section 6.
- Inspect for corrosion or separation.
- Verify weather stripping, sealing and flashing remains intact.
- Inspect draft shield to verify it is not damaged or missing.

B. Maintenance Tasks-Service Technician

The following tasks must be performed by a qualified technician.

Gasket Seal and Glass Assembly Inspection

Frequency: Annually

By: Service Technician

Tools needed: Protective gloves, drop cloth and a stable work surface.

- Inspect gasket seal and its condition.
- Inspect fixed glass assembly for scratches and nicks that can lead to breakage when exposed to heat.
- Confirm there is no damage to glass or glass frame. Replace as necessary.
- Verify that fixed glass assembly is properly retained and attachment components are intact and not damaged. Replace as necessary.

Logs

Frequency: Annually

By: Service Technician

Tools needed: Protective gloves.

- Inspect for damaged or missing logs. Replace as necessary.
- Verify correct log placement and no flame impingement causing sooting. Correct as necessary.

Firebox

Frequency: Annually

By: Service Technician

Tools needed: Protective gloves, sandpaper, steel wool, cloths, mineral spirits, primer and touch-up paint.

- Inspect for paint condition, warped surfaces, corrosion or perforation. Sand and repaint as necessary.
- Replace appliance if firebox has been perforated.

Control Compartment and Firebox Top

Frequency: Annually

By: Service Technician

Tools needed: Protective gloves, vacuum cleaner, dust cloths

- Vacuum and wipe out dust, cobwebs, debris or pet hair. Use caution when cleaning these areas. Screw tips that have penetrated the sheet metal are sharp and should be avoided.
- Remove all foreign objects.
- Verify unobstructed air circulation.

Burner Ignition and Operation

Frequency: Annually

By: Service Technician

Tools needed: Protective gloves, vacuum cleaner, whisk broom, flashlight, voltmeter, indexed drill bit set, and a manometer.

- Verify burner is properly secured and aligned with pilot or igniter.
- Clean off burner top, inspect for plugged ports, corrosion or deterioration. Replace burner if necessary.
- Replace ember materials with new dime-size pieces. **DO NOT** block ports or obstruct lighting paths. Refer to Section 15 for proper ember placement.
- Verify batteries have been removed from battery back-up IPI systems to prevent premature battery failure or leaking.
- Check for smooth lighting and ignition carryover to all ports. Verify that there is no ignition delay.
- Inspect for lifting or other flame problems.
- Verify air shutter setting is correct. See Section 15. for required air shutter setting. Verify air shutter is clear of dust and debris.
- Inspect orifice for soot, dirt and corrosion. Verify orifice size is correct. See Service Parts List for proper orifice sizing.
- Verify manifold and inlet pressures. Adjust regulator as required.
- Inspect pilot flame pattern and strength. See Figures 3.1 and 3.2 for proper pilot flame pattern. Clean or replace orifice spud as necessary.
- Inspect thermocouple/thermopile or IPI flame sensing rod for soot, corrosion and deterioration. Clean with emery cloth or replace as required.
- Verify thermocouple/thermopile or IPI millivolt output. Replace as necessary.