



MISSOURI GAS ENERGY



Gas-fired Boiler Tune-Up Worksheet

Please Complete and Submit with your Rebate Application. (NOTE: If tune-up was performed by IN-HOUSE PERSONNEL, you must submit the attached In-House Boiler Tune-up form along with this worksheet.)

Boiler Tune-up Checklist (Submit one sheet per boiler)

Company Performing Tune-up: _____	Technician Name: _____
Customer Company Name: _____	Technician Email or Tele. # _____
Boiler Manufacturer: _____	Date of Tune-up: _____
Boiler Model Number: _____	Boiler Type (HW, LPS, HPS): _____
Boiler Input (MMBTU): _____	Annual Hours of Operation: _____

Complete and Check the Following:

- | | |
|---|--|
| <input type="checkbox"/> Measure pre/post combustion efficiency using electronic flue gas analyzer | <input type="checkbox"/> Check safety controls |
| <input type="checkbox"/> Adjust combustion air flow and air intake to reduce excessive stack temperatures | <input type="checkbox"/> Check adequacy of combustion air intake |
| <input type="checkbox"/> Adjust burner and gas input and draft controls | <input type="checkbox"/> Check for proper venting |
| <input type="checkbox"/> Clean burners, combustion chamber and heat exchanger surfaces | <input type="checkbox"/> Check draft control dampers |
| <input type="checkbox"/> Complete visual inspection of system installation | <input type="checkbox"/> Check and inspect burner nozzles |

Please Provide Following Data (REQUIRED):

- Copies of Tune-up combustion analyzer test tapes

OR

- Results from combustion analyzer test tapes (complete below)

	Pre Tune-up	Post Tune-up
Combustion Efficiency %		
Stack Temperature (F)		
Oxygen Level %		
Carbon Dioxide %		
Carbon Monoxide(PPM)		

Please provide additional details (including your contact information) regarding tune-up if submitted test results DO NOT show improved combustion efficiency.

Project Details:



Laclede Gas & Missouri Gas Energy



Commercial & Industrial Standard Rebate Program

In-House Boiler Tune-up Labor Cost Form *(Required ONLY when tune-up is performed in-house)*

To be eligible for a Laclede Gas or Missouri Gas Energy (MGE) boiler tune-up rebate, a customer must abide by all boiler tune-up rebate program requirements and terms and conditions and submit the following documentation with a completed boiler tune-up application:

- Completed boiler tune-up worksheet.
- **Pre and Post** copies of combustion analyzer tapes.
- Invoice for tune-up **or** this completed Labor Cost Form for In-house Boiler Tune-ups.

For Laclede Gas or MGE customers using in-house staff to conduct the boiler tune-up, this Labor Cost Form must be completed and signed by the qualified technician conducting the tune-up and the facility's Senior Operations Manager in charge of boiler maintenance and repair. **For questions regarding completing this form, please call the Laclede/MGE program administrator, Applied Energy Group at 302-504-3074.**

Facility Name:

Facility Address:

City: State: MO Zip Code:

Laclede Gas or MGE Account Number for the location:

Boiler Tune-up Information

Date of Tune-up	Name of Technician(s)	Hours Worked	Rate/Hour (\$)	Total Labor Cost (\$)	Associated Materials/Costs (Include invoices or receipts)	Total Cost (\$)	
<i>Example</i>	<i>10/1/14</i>	<i>John Smith</i>	<i>4.0</i>	<i>\$60.00</i>	<i>\$240</i>	<i>\$350</i>	<i>\$590</i>
Boiler #1:							
Boiler #2:							
Boiler #3:							
Boiler #4:							
Boiler #5:							
Boiler #6:							

I verify the above information is correct and depicts actual charges for the boiler tune-up(s) conducted at the above facility *(copy of invoices must accompany this form for any associated material costs)*

Technician Name: Operations Manager Name:

Technician Signature: Operations Manager Signature:

Date:

Date:

Upload all forms and required rebate documentation to your online application or fax to: **302-504-3080** or email to: mpena@appliedenergygroup.com