

## Final Installation and Homeowner Checklist

- INSERTS ONLY: The existing woodburning fireplace and its chimney system are structurally sound, professionally cleaned, intact and remain woodburning capable.
- INSERTS ONLY: Woodburning chimney interior and chimney top cap are inspected and repaired or replaced if damaged.
- No offensive odor emitting materials exist around appliance such as low temp rated adhesives, plastics or others.
- All surrounding finishing materials are conforming to manual requirements.
- Electrical power supply system conforms to NEC and local electrical codes.
- Gas supply must conform to national and local building codes.
- All gas line joints were checked for leaks using gas leak detector solution or a gas sniffer.
- All internal gas plumbing joints were checked for leaks using gas leak detector solution or a gas sniffer.
- Glass gasket was inspected and verified that it is sealing properly.
- Gas supply line was bled of air and pilot flame was ignited.
- Pilot flame overlaps burner flame propagation ports properly.
- Burners light and flames travel promptly along entire length of burner.
- Logs/media are installed properly per installation instructions.
- Burner(s) air shutter is adjusted properly. Shutter opening set properly per installation manual.
- Burner flames are “stable” and are not “lifting” off burner.
- Inform owner that an initial curing step is required. Read and follow Mendota Fireplace and Insert Curing Instructions (found on unit and in owner’s manual). Smoke will emit during initial curing step.
- Provide owner with contents of owner’s manual packet.
  - Owner’s manuals, remote control transmitter, glass latch tool, backup battery system, etc.
- Train owner how to remove and reinstall decorative front.
- Train owner how to remove and properly reinstall glass door.
- Inform owner about the glass safety screen barrier requirement.
- Train owner on remote control functions.
  - Inform owner about IPI and CPI mode and that CPI shall be used for winter months.
  - How to light the pilot light.
  - How to light the main burners and how to control the flame height.
  - How to turn the fan on and how to control fan speed.
  - How to turn light on and how to control light brightness.
  - How to turn the rear burner on and off.
  - Explain manual mode operation.
  - Explain thermostatic modes operations.
- Train owner about lockout mode and how to reset it.
- Train owner how to use backup battery system and operate appliance during power outage.

- Train owner about master switch location and Emergency shutoff function.
- Train owner how to operate manual shutoff gas valve using glass latch tool.
- Inform owner that periodic maintenance of this unit is required per manual.

**WARNING: MENDOTA GAS FIREPLACES ARE HEAT PRODUCING APPLIANCES. KEEP CHILDREN AND FURNITURE A SAFE DISTANCE AWAY TO PREVENT PROPERTY DAMAGE, PERSONAL INJURY OR LOSS OF LIFE.**

I have trained and informed Homeowner of all the requirements listed above.

Staff Name and Staff Signature

Date

Homeowner's Name and Homeowner's Signature

Date