

CHECKLIST

Fireplace Design and Planning

- ☐ Is the installer NFI Certified, WETT Certified, or a Licensed Contractor?
- ☐ If not, does he/she have work references to prove competence?
- ☐ Does the installer have prior experience with structural modification?
- ☐ Is the installer willing to work with you in marking out the dimensions, etc?
- ☐ Based on the installation requirements, does the installer have all the tools/ labor/skills needed to complete the work?
- ☐ Is the installer willing to draft a contract that explains the stages of work, payment options, and planned completion?

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Fireplace Permit Acquisition

- ☐ Check to see what permits are required in the area for a fireplace installation.
- ☐ What costs are involved?
- ☐ Are there any special circumstances that need the expertise of other trades?
- ☐ How long is the permit good for?
- ☐ What is the process of obtaining an extension if needed?
- ☐ Will the contractor handle the permit request on the customer's behalf?

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Fireplace Framing: Quality Control

- ☐ Did the installer locate all electrical and/or plumbing that may be in the way or needed for the fireplace?
- ☐ For an external chase, did the installer fully clear the site for the concrete pad and compact the soil before adding reinforcement bars/mesh and pouring the concrete?
- ☐ Does the size of the enclosure seem to fall in line with what you discussed during the design phase?
- ☐ As framing continues, does everything appear to be accurately measured and level?
- ☐ Does the framing material appear to be good quality, with no warped, twisted, or aged boards?

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Fireplace and Venting Installation

- ☐ If the unit is being elevated in the enclosure to create a raised hearth, does the elevation look correct?
- ☐ Does the unit appear to be in good condition with no damage?
- ☐ Are venting components being properly screwed together as each section is being assembled?
- ☐ Has the fireplace been properly anchored to the adjacent framing?
- ☐ Is the fireplace accurately measured and level?
- ☐ Do all venting components appear to maintain adequate clearance from combustibles?

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Gas Line & Electrical Wiring: Fireplace Installations

- ☐ Is the installer following safe practices during installation? (i.e. Shutting off the gas and purging the system before starting work, turning off the correct breaker to the circuit being added, etc.)
- ☐ Is the gas/electrical line being routed as discussed?
- ☐ If unforeseen issues are discovered that need extra materials or labor than initially discussed, is the contractor willing to absorb the costs?
- ☐ After installation of the system has been completed, do all other outlets on the electrical circuit work? Do other gas appliances work as they should?
- ☐ Have all necessary code inspections been completed for the gas and electrical systems?

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Initial Burn: Wood-Burning Fireplace Installations

- ☐ Is the installer following safe practices during installation? (i.e. Shutting off the gas and purging the system before starting work, turning off the correct breaker to the circuit being added, etc.)
- ☐ Is the gas/electrical line being routed as discussed?
- ☐ If unforeseen issues are discovered that need extra materials or labor than initially discussed, is the contractor willing to absorb the costs?
- ☐ After installation of the system has been completed, do all other outlets on the electrical circuit work? Do other gas appliances work as they should?
- ☐ Have all necessary code inspections been completed for the gas and electrical systems?

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Initial Burn: Gas-Burning Fireplace Installations

- ☐ After the air has been purged from the system, does the fireplace light immediately?
- ☐ Does the flame pattern appear normal? (i.e. no partial ignition, excessively blue flames, sooty flames, etc.)
- ☐ Do all accessories work as designed? (i.e. remote, interior lights, blowers, hot air distribution kits, etc.)
- ☐ Do any and all access/control panels open and close as they should?
- ☐ Does any optional high/low flame operation work as designed?

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Enclosure Work: Fireplace Installations

- ☐ Is the material being installed the same as discussed initially?
- ☐ If yes to the above, do you still like the appearance/styling of the material?
- ☐ Does the quality of the finishing work meet what is deemed on par for the cost of the work?
- ☐ Do the mantels or surrounds appear to meet the clearance requirements mentioned in the owner's manual?
- ☐ Did the installer properly seal all corners, soffits, and above-roof flashings?
- ☐ Did the installer show you photos of completed above-roof work that you cannot readily access?
- ☐ Did the installer use a splitter/cricket on the roof? (Wide external chimney chases only)
- ☐ Does the finished enclosure allow access to all fireplace controls and components?

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Final Inspection: Fireplace Installations

- ☐ All fireplace controls still operate as they should.
- ☐ Finishing touches such as corner grout, caulking, glass cleaning, etc. are all taken care of.
- ☐ You understand and have received an explanation on all operational aspects of the fireplace.
- ☐ All paperwork/manuals are on hand and correct for the unit.
- ☐ All packaging, construction debris, and installation related remediation have been removed.
- ☐ The installer has confirmed that the permit will be closed out.
- ☐ You have made the final payment and received a receipt or copy of the closed out contract.

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