

Benchmark Commissioning and Servicing Section

It is a requirement that the gas fire is installed and commissioned to the manufacturers instructions and the data fields on the commissioning checklist completed in full.

To instigate the guarantee the gas fire needs to be registered with the manufacturer within one month of the installation.

To maintain the guarantee it is essential that the gas fire is serviced annually by a Gas Safe registered engineer. The service details should be recorded on the Benchmark Service Interval Record and left with the householder



www.centralheating.co.uk

GAS FIRE COMMISSIONING CHECKLIST

This Commissioning Checklist is to be completed in full by the competent person who commissioned the gas fire as a means of demonstrating compliance with the appropriate Building Regulations and then handed to the customer to keep for future reference.

Failure to install and commission according to the manufacturer's instructions and complete this Benchmark Commissioning Checklist will invalidate the warranty. This does not affect the customer's statutory rights.

Customer name:										Telephone number:									
Address:																			
Gas Fire make and model:																			
Gas Fire serial number:																			
Commissioned by (PRINT NAME):										Gas Safe register number:									
Company name:										Telephone number:									
Company address:																			
										Commissioning date:									
To be completed by the customer on receipt of a Building Regulations Compliance Certificate*																			
Building Regulations Notification Number (if applicable):																			
Site Requirements															Yes	N/A			
Was the chimney checked to ensure it only serves one flue/fire, has no obstructions and is continuous?																			
Has any debris at the base of the chimney been removed?																			
For brick chimney installations is there enough depth for 12 litres of debris, or precast flues 2 litres of debris?																			
Have damper and register plates been removed or locked in the fully open position ensuring correct size of flue is maintained?																			
If previously used for solid fuel has the chimney been thoroughly swept?																			
If the chimney is pre-cast has the inside of the flue been checked for extruded cement / sealant which must be removed?																			
Has the fire place been checked for under-floor air supply which must be sealed off?																			
Has the chimney been inspected prior to fitting the gas fire to ensure that it is in good condition?																			
Has the structure of the chimney been checked for leakage using a smoke pellet test? (See BS5440-1 for details).																			
Ventilation																			
Does the installation require any additional ventilation requirements as detailed in the manufacturer's instructions?																			
Hearth Requirements- where fitted																			
Is the hearth constructed from non-combustible material?																			
Is the hearth a minimum of 12mm thick with a minimum floor to top surface of 50mm?(BS5871) or as per manufacturers instructions?																			
Is the hearth a minimum of 760mm wide and has 300mm projecting from the fire opening (BS6871) or to manufacturers instructions?																			
Mounting height (where applicable) has the fire been installed to the correct mounting height- as per manufacturer's instructions?																			
Firebox and Fuel Bed																			
Has the fuel bed, coals, pebbles etc. been fitted to manufacturer's instructions?																			
Gas Supply																			
Has an isolation tap/restrictor inlet elbow been fitted for servicing?																			
Has the gas supply been thoroughly purged prior to connection to remove any debris?																			
Has a gas tightness test been completed prior to breaking into the gas supply and following completion of installation?(IGEM/UP/1B)																			
Record burner gas pressure reading? If only the supply pressure is available a gas rate must be undertaken.(GSIUR REG26/9C)																			
Record dynamic inlet gas pressure (working pressure) reading (all gas appliances running)																			
Spillage test																			
Installation passes smoke match test with any extractor fans turned on (see manufacturer's instructions)																			
Installation																			
Has the gas fire been installed and commissioned in accordance with manufacturer's instructions?																			
Has the fire been installed with the correct clearance to combustible materials, as per manufacturer's instructions?																			
The operation of the appliance and controls have been demonstrated to the customer including battery replacement where applicable?																			
The manufacturer's literature, including Benchmark Checklist and Service record has been explained and left with the customer?																			
Has the appliance been registered with the Local Authority as detailed on the Gas Safe web site and is a legal requirement and forms part of the warranty?																			
Customer's Signature:										Commissioning Engineer's Signature:									
(To confirm satisfactory demonstration and receipt of manufacturer's literature)																			

*All installations in England and Wales must be notified to be Local Authority Building Control (LABC) either directly or through a Competent Persons Scheme. A Building Regulations Compliance Certificate will then be issued to the customer.



SERVICE RECORD

It is recommended that your gas fire is serviced regularly and that the appropriate Service Interval Record is completed.

Service Provider

Before completing the appropriate Service Record below, please ensure you have carried out the service as described in the manufacturer's instructions. Always use the manufacturer's specified spare part when replacing controls.

SERVICE 01	Date:
Engineer name:	
Company name:	
Telephone No:	
Gas safe register No:	
Comments:	
Signature	

SERVICE 02	Date:
Engineer name:	
Company name:	
Telephone No:	
Gas safe register No:	
Comments:	
Signature	

SERVICE 03	Date:
Engineer name:	
Company name:	
Telephone No:	
Gas safe register No:	
Comments:	
Signature	

SERVICE 04	Date:
Engineer name:	
Company name:	
Telephone No:	
Gas safe register No:	
Comments:	
Signature	

SERVICE 05	Date:
Engineer name:	
Company name:	
Telephone No:	
Gas safe register No:	
Comments:	
Signature	

SERVICE 06	Date:
Engineer name:	
Company name:	
Telephone No:	
Gas safe register No:	
Comments:	
Signature	

SERVICE 07	Date:
Engineer name:	
Company name:	
Telephone No:	
Gas safe register No:	
Comments:	
Signature	

SERVICE 08	Date:
Engineer name:	
Company name:	
Telephone No:	
Gas safe register No:	
Comments:	
Signature	

SERVICE 09	Date:
Engineer name:	
Company name:	
Telephone No:	
Gas safe register No:	
Comments:	
Signature	

SERVICE 10	Date:
Engineer name:	
Company name:	
Telephone No:	
Gas safe register No:	
Comments:	
Signature	

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