



FURNACE FILE

NORTH DAKOTA DEPARTMENT OF COMMERCE
DIVISION OF COMMUNITY SERVICES
SFN 62589 (01-2025)

Date	Tagged By
Client Name	Telephone Number
Address	
Job Information	
Bid for	

Bid 1	Bid 2	Bid 3
Amount	Amount	Amount
Vendor	Vendor	Vendor
Date to Proceed	Date to Proceed	Date to Proceed

Furnace File Checklist

Intake and proof of eligibility Explanation of problem and work required – including description of heating system and water heater Documented justification of repairs over \$800 State approval if material expenditures exceed \$10,000 WxPro job estimate (if SIR needs documenting) Job cost report Purchase Order and Invoice Bid sheet containing documentation of bids solicited (jobs over \$3,500) Bids received Heat loss calculation (for any replacement of heating systems) Final inspection documentation 1. ND furnace Field Inspection Form (SFN 59497) 2. ND Worst Case Spillage Test (SFN 59252 – for any non-sealed combustion appliances (including photos)) 3. Inspector Sign off – all work completed satisfactorily 4. Client sign off 5. Photos of furnace and water heater
File Reviewed By