

## 1 Access glass assembly and firebox

- Before starting, make sure the fireplace and glass is completely cool.
- Turn the gas valve off.
- Remove the decorative front from the fireplace.
  - Fireplaces, stoves, and inserts should have a safety barrier screen to protect you from coming into contact with the hot glass. (A safety barrier screen has been standard on all Heat & Glo products for more than a decade.) If your hearth product does not have a safety barrier screen, contact your authorized dealer or visit the Fireplace Safety page on the Heat & Glo website and complete a [Safety Barrier Screen Request](#). It is recommended not to operate your fireplace without a barrier.
- Carefully remove the glass assembly by following the instructions in the owner's manual. If the glass is held in place by spring latches, the latches should move smoothly without binding; if it is not, consult your dealer. Lay the glass on a soft, level surface.

## 2 Clean the glass

- Inspect the glass for scratches, which can cause the glass to lose strength and could lead to glass breakage during heat up and cool down times. If the glass is scratched or damaged in any way, do not use the fireplace until new glass has been installed. Consult your Heat & Glo dealer for assistance.
  - Wipe down both sides of the glass with a soft cloth and a cleaner specified for fireplace glass, like Stove Bright® or Rutland White-Off. Never use abrasive cleaners or cloths, as these can scratch the glass (see above).
- Inspect the gasketing on the glass assembly. If it appears worn or damaged it may need to be replaced, as it provides the seal between the glass assembly and the combustion chamber of the fireplace to keep the byproduct of combustion, like carbon monoxide, from entering the home. Consult your Heat & Glo dealer for assistance.

## 3 Clean the inside of the firebox

- Remove any dirt or dust from inside the firebox or logs using a soft paint brush or vacuum.

## 4 Inspect the inside of the firebox

- While your fireplace is disassembled, inspect it for signs of rust, flaking, or soot, and check the pilot assembly for any signs of soot or impedance of flame to ignite the burner.
  - If you see any rust or flaking, lightly sand the affected area and repaint the entire firebox with the appropriate paint. (Reach out to your Heat & Glo dealer for the correct product.) Paint carefully and protect the area surrounding the fireplace to prevent overspray.
- Call a Heat & Glo dealer if you need service or replacement parts.

## 5 Clean the outside of the firebox

- Using a vacuum and soft cloth, clean the base and valve cavity area (being careful not to dislodge wiring) to remove dust. This will help reduce odors in the fall during the first fire.

## 6 Reassemble the fireplace

- Put the glass back on the fireplace, turn the gas valve back on and reinstall the front. As fireplaces produce high temperatures, ensure furniture and other combustible materials are kept a safe distance away from the appliance.

## 7 Check the outside vent

- Check the vent to ensure it is free of nests, leaves, grass clippings or other debris. (Note: your fireplace vent can be on the side of your home or on the roof.)

## 8 Check your carbon monoxide detector

- Make sure your carbon monoxide detector is in place and functioning. It should be positioned four to five feet above the floor or near the ceiling, but not directly over the fireplace.

## 9 Check burner ignition

- When you turn on the fireplace, the burner should light smoothly and without delay. If the burner does not light smoothly, consult your dealer.

## 10 Professional inspection

- Consider a comprehensive annual inspection by a certified fireplace technician. If you prefer, they will be happy to perform all the cleaning and maintenance steps listed above as well. Locate a local Heat & Glo dealer [here](#).

## 11 Additional Resources

- In addition to this checklist, consult your owner's manual and [www.heatnglo.com](http://www.heatnglo.com) for additional information.