

Heating response worksheet

An owner record aid, not a certification of code compliance. Keep the current heating requirements and equipment instructions with this record.

Property / unit / date / owner or manager

System type / who controls heat / contractor and emergency contact

Before and during the heating season

Step	Record / action
System classification	Identify shared heat, individual heat or combined heating/cooling. Confirm the rule that applies; do not assume one temperature schedule fits all systems.
Preseason service	Record contractor inspection, needed parts, access arrangements and completion. Confirm safe venting, working equipment and appropriate alarm checks.
Complaint received	Record the time, unit, affected rooms and resident contact details. Arrange safe access and updates. Respond promptly; a log does not replace a repair.
Temperature check	Record readings, location, time and mode. Measure 3 feet above the floor and at least 3 feet from exterior walls, with windows/exterior doors closed and cooking appliances/portable heaters off.
Repair and follow-up	Keep call, arrival and repair times. Recheck affected rooms after work. Record continuing problems and the next person responsible.

Safe response: Do not use cooking equipment to heat a home. Follow safe equipment instructions and keep exits clear. A suspected gas leak, carbon monoxide alarm or immediate danger requires an emergency response, not routine logging.

Contractor contacted / arrival / diagnosis / work order number

Primary references (click to open): [Chicago 14X-8-801.2: measurement](#) | [Chicago 14X-8-802.2.2: shared heat](#)

Full guide: jakenfinancegroup.com/blog/chicago-heat-ordinance/

Room temperature log

Use one sheet per unit or clearly identify each room. Record actual readings in degrees Fahrenheit; add pages when needed.

Property / unit / system / thermometer used / person taking readings

Date / time	Room / location	Indoor °F	Outdoor °F*	Mode / action / initials	Recheck °F / time

*Record outdoor temperature when relevant to a conditional combined-system rule, along with its source. The full guide explains the current code, including the May 2026 changeover amendment.

Resident updates / repair completed / follow-up findings

Open issue / next action / assigned person / due time

Primary references (click to open): [Current Chicago shared-heating code](#) | [Temperature measurement](#)

[Full guide: jakenfinancegroup.com/blog/chicago-heat-ordinance/](https://jakenfinancegroup.com/blog/chicago-heat-ordinance/)