

# Bountiful Elementary (Steam Boiler)

**Write down the number for pressure and temp, not just an "X"**

**If you need to call in a job sheet, make sure you write down the work order # on this report.**

Initials:		Twice Daily		Daily			Twice Daily		Daily				
		Boiler Pressure (0-15 lbs)	Boiler Check Sight Glass Water Level	Air Comp. Pressure, # on the gauge & operation	Blow Down Boiler Mud Legs	Walk-in Freezer & Cooler			Boiler Pressure (0-15 lbs)	Boiler Check Sight Glass Water Level	Air Comp. Pressure, # on the gauge & operation	Blow Down Boiler Mud Legs	Walk-in Freezer & Cooler
1	am						17	am					
	pm							pm					
2	am						18	am					
	pm							pm					
3	am						19	am					
	pm							pm					
4	am						20	am					
	pm							pm					
5	am						21	am					
	pm							pm					
6	am						22	am					
	pm							pm					
7	am						23	am					
	pm							pm					
8	am						24	am					
	pm							pm					
9	am						25	am					
	pm							pm					
10	am						26	am					
	pm							pm					
11	am						27	am					
	pm							pm					
12	am						28	am					
	pm							pm					
13	am						29	am					
	pm							pm					
14	am						30	am					
	pm							pm					
15	am						31	am					
	pm							pm					
16	am						Post this report in the boiler room & write your findings daily or as indicated. At the end of the month, share with your principal and email to <a href="mailto:dscustodial@dsmail.net">dscustodial@dsmail.net</a> or fax to ext. 27881.						
	pm												

Each individual boiler requires a separate report throughout the year.

The Boiler Room is **NOT** to be used for storage. Keep **ALL COMBUSTIBLE MATERIAL OUT** of the room! **Nightly Lock-Up: Ensure the boiler is on prior to locking up for the night.**

Boiler# \_\_\_\_\_

Boiler Room Inspection Report

School Bountiful EI  
 Month/Year \_\_\_\_\_

**Steam Boiler**

**Twice a Week**

	1st Week - 2 times	2nd Week - 2 times	3rd Week - 2 times	4th Week - 2 times
1 Check water softener				
2 Amount of salt added (if applicable)				

**Every Week**

	1st Week	2nd Week	3rd Week	4th Week
1 Observe boiler through firing cycle				
2 Check condensate tank level & pumps				
3 a) Check air compressor oil level				
b) Drain water from tank. (More often if needed)				
Check heating pumps for:				
4 a) bearing noise				
b) leaking seals				
c) correct pressure				
Check domestic hot water pumps for:				
5 a) Broken couplers				
b) Motor mounts				
c) Leaks				
6 Check sump pump operation-enter: "runs" or "won't run"				
7 Sweep floor, dust equipment & piping. (If not asbestos)				
8 Check & write down water meter reading.				

**Every Month**

1 Oil domestic hot water pumps & motors				
2 Flush down low water cut-off.				
3 Check for leaks on heating equipment & associated piping.				
4 Check digital reading on water heater for error codes & temps. In excess of 135. Report any problems or concerns.				
5 Emergency lights in bldg.				
6 Gen. radiator-fluid level				
7 Gen. battery-water level				
8 Gen. engine oil level				
9 Log hour meter to verify unit has exercised since last month	<u>Beginning of month reading:</u>		<u>End of month reading:</u>	
Fan Room				
10 Check oil on heat pumps				
Check filters				

**Every other month**

1 Check pop-off valve operation	
<b>Concerns/Issues regarding your boiler(s) &amp; room:</b>	