

# Centerville 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 & email to dsdcustodial@dsdmail.net 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# L _____   |  | Boiler Room Inspection Report      |                    | School Centerville EI        |                    |
|   |  |                                    |                    | Month/Year _____             |                    |
| <b>Steam Boiler</b>   |  |                                    |                    |                              |                    |
| <b>Twice a Week</b>   |  |                                    |                    |                              |                    |
|   |  | 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)   |                                    |                    |                              |                    |
| <b>Every Week</b>   |  |                                    |                    |                              |                    |
|   |  | 1st Week                           | 2nd Week           | 3rd Week                     | 4th Week           |
| 1   | Observe boiler through firing cycle  |                                    |                    |                              |                    |
| 2   | Record expansion tank's water level. (1/4, 1/3, 1/2)   |                                    |                    |                              |                    |
| 3   | a) Check air compressor oil level  |                                    |                    |                              |                    |
| <b>Check heating pumps for:</b>                             |  |                                    |                    |                              |                    |
| 4   | a) bearing noise   |                                    |                    |                              |                    |
|   | b) leaking seals   |                                    |                    |                              |                    |
|   | c) correct pressure  |                                    |                    |                              |                    |
| <b>Check domestic hot water pumps for:</b>                  |  |                                    |                    |                              |                    |
| 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)  |                                    |                    |                              |                    |
| <b>Every Month</b>  |  |                                    |                    |                              |                    |
| 1   | Flush down low water cut-off.  |                                    |                    |                              |                    |
| 2   | Check for leaks on heating equipment & associated piping.  |                                    |                    |                              |                    |
| 3   | Check digital reading on water heater for error codes & temps. In excess of 135. Report any problems/concerns. |                                    |                    |                              |                    |
| 4   | Blow down mud legs (not glycol boilers)  |                                    |                    |                              |                    |
| 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  |                                    |                    |                              |                    |
| <b>Every other month</b>                                    |  |                                    |                    |                              |                    |
| 1   | Check pop-off valve operation  |                                    |                    |                              |                    |
| <b>Concerns/Issues regarding your boiler(s) &amp; room:</b> |  |                                    |                    |                              |                    |
|   |  |                                    |                    |                              |                    |