

# Canyon Creek Elementary (Central Heat Pump and 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
	Central Heat Pump Pressure	Central Heat pump Temp	Aerco Boiler Temp	Walk-in Freezer & Cooler		Central Heat Pump Pressure	Central Heat Pump	Aerco Boiler Temp	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# U \_\_\_\_\_

Boiler Room Inspection Report

School Canyon Creek EI  
 Month/Year \_\_\_\_\_

**Water Heat pump & 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	Check central heat pump operation				
2	Check Boiler operation (faults, etc)				

**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 all main fans for operation or issues (problems could be freezestats or vfd faults, etc)				
7	Sweep floor, dust equipment & piping. (If not asbestos)				

**Every Month**

1	Oil domestic hot water pumps & motors				
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.				
6	Emergency lights in bldg.				
7	Gen. radiator-fluid 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>	
10	Fan Room				
	Check oil on pumps				
	Check filters				

**Every other month**

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