

Doxey Elementary (Glycol 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		During Bldg Checks				Twice Daily		During Bldg Checks	
		Boiler Pressure (0-30 lbs)	Boiler Temp. (80-190)	Walk-in Freezer & Cooler				Boiler Pressure (0-30 lbs)	Boiler Temp. (80-190)	Walk-in Freezer & Cooler	
1	am	1 / 2	1 / 2			17	am	1 / 2	1 / 2		
	pm	1 / 2	1 / 2				pm	1 / 2	1 / 2		
2	am	1 / 2	1 / 2			18	am	1 / 2	1 / 2		
	pm	1 / 2	1 / 2				pm	1 / 2	1 / 2		
3	am	1 / 2	1 / 2			19	am	1 / 2	1 / 2		
	pm	1 / 2	1 / 2				pm	1 / 2	1 / 2		
4	am	1 / 2	1 / 2			20	am	1 / 2	1 / 2		
	pm	1 / 2	1 / 2				pm	1 / 2	1 / 2		
5	am	1 / 2	1 / 2			21	am	1 / 2	1 / 2		
	pm	1 / 2	1 / 2				pm	1 / 2	1 / 2		
6	am	1 / 2	1 / 2			22	am	1 / 2	1 / 2		
	pm	1 / 2	1 / 2				pm	1 / 2	1 / 2		
7	am	1 / 2	1 / 2			23	am	1 / 2	1 / 2		
	pm	1 / 2	1 / 2				pm	1 / 2	1 / 2		
8	am	1 / 2	1 / 2			24	am	1 / 2	1 / 2		
	pm	1 / 2	1 / 2				pm	1 / 2	1 / 2		
9	am	1 / 2	1 / 2			25	am	1 / 2	1 / 2		
	pm	1 / 2	1 / 2				pm	1 / 2	1 / 2		
10	am	1 / 2	1 / 2			26	am	1 / 2	1 / 2		
	pm	1 / 2	1 / 2				pm	1 / 2	1 / 2		
11	am	1 / 2	1 / 2			27	am	1 / 2	1 / 2		
	pm	1 / 2	1 / 2				pm	1 / 2	1 / 2		
12	am	1 / 2	1 / 2			28	am	1 / 2	1 / 2		
	pm	1 / 2	1 / 2				pm	1 / 2	1 / 2		
13	am	1 / 2	1 / 2			29	am	1 / 2	1 / 2		
	pm	1 / 2	1 / 2				pm	1 / 2	1 / 2		
14	am	1 / 2	1 / 2			30	am	1 / 2	1 / 2		
	pm	1 / 2	1 / 2				pm	1 / 2	1 / 2		
15	am	1 / 2	1 / 2			31	am	1 / 2	1 / 2		
	pm	1 / 2	1 / 2				pm	1 / 2	1 / 2		
16	am	1 / 2	1 / 2			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	1 / 2	1 / 2								

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 Doxey EI
Month/Year _____**Water Boiler****Every Week**

		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)				
Check heating pumps for:					
3	a) bearing noise	1 2	1 2	1 2	1 2
	b) leaking seals	1 2	1 2	1 2	1 2
	c) correct pressure	1 2	1 2	1 2	1 2
Check domestic hot water pumps for:					
4	a) Broken couplers				
	b) Motor mounts				
	c) Leaks				
5	Check sump pump operation-enter: "runs" or "won't run"				
6	Sweep floor, dust equipment & piping.(If not asbestos)				

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/concerns.	
5	Blow down mud legs (not glycol boilers)	
6	Emergency lights in bldg.	
7	Gen. radiator-fluid level	
8	Gen. battery-water level	
9	Gen. engine oil level	
10	Log hour meter to verify unit has exercised since last month	<u>Beginning of month reading:</u>
		<u>End of month reading:</u>
11	Fan Room	
	Check oil on heat pumps	
	Check filters	

Every other month

1	Check pop-off valve operation	
Concerns/Issues regarding your boiler(s) & room:		