

# Ellison Park Elementary (Pump Room)

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			Twice Daily	
	Check Main Pump Room			Check Main Pump Room	
	AM	PM		AM	PM
1			17		
2			18		
3			19		
4			20		
5			21		
6			22		
7			23		
8			24		
9			25		
10			26		
11			27		
12			28		
13			29		
14			30		
15			31		
16			Post this report in the pump 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 27881.		
Each individual pump requires a separate report throughout the year.					
The Pump Room is <b>NOT</b> to be used for storage. Keep <b>ALL COMBUSTIBLE MATERIAL OUT</b> of the room!					
Nightly Lock-Up: Ensure the pump is on prior to locking up for the night.					

Pump# \_\_\_\_\_

**Pump Room Inspection Report**

School Ellison Park El \_\_\_\_\_

Month/Year \_\_\_\_\_

Pump Room

**Every Week**

	1st week	2nd week	3rd week	4th week
Check & test filter indicator lights				
Replace filters as needed				
Drain water from tank. (more often if needed)				
Check pumps for bearing noise, leaking seals & correct pressure				
Check domestic hot water pumps for broken couplers, motor mounts or leaks				
Check sump pump operation- enter: "runs" or "won't run"				
Sweep floor, dust equipment & piping (if not asbestos)				

**Every Month**

Check ERV unit filters & belts. Replace as needed			
Check for leaks on heating equipment & associated piping			
Check digital reading on water heater for error codes & temps. In excess of 135. Report any problems/concerns			
Check emergency lights in bldg.			
Check generator radiator-fluid level			
Check generator engine-oil level			
Log hour meter to verify unit has exercised since last month	<u>Beginning of month reading:</u>	<u>End of month reading:</u>	

**Every Other Month**

Pour 1 gallon of water in floor drains	
Concern/issues regarding your pump(s) & room:	