

Eagle Bay Elementary (Water 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 (0-30 lbs)	Boiler Temp. (80-190)	Walk-in Freezer & Cooler		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			17	am			17	am			
	pm				pm				pm			
2	am			18	am			18	am			
	pm				pm				pm			
3	am			19	am			19	am			
	pm				pm				pm			
4	am			20	am			20	am			
	pm				pm				pm			
5	am			21	am			21	am			
	pm				pm				pm			
6	am			22	am			22	am			
	pm				pm				pm			
7	am			23	am			23	am			
	pm				pm				pm			
8	am			24	am			24	am			
	pm				pm				pm			
9	am			25	am			25	am			
	pm				pm				pm			
10	am			26	am			26	am			
	pm				pm				pm			
11	am			27	am			27	am			
	pm				pm				pm			
12	am			28	am			28	am			
	pm				pm				pm			
13	am			29	am			29	am			
	pm				pm				pm			
14	am			30	am			30	am			
	pm				pm				pm			
15	am			31	am			31	am			
	pm				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 dscustodial@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 Eagle Bay El	
						Month/Year _____	
Water 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						
Check heating pumps for:							
2	a) bearing noise						
	b) leaking seals						
	c) correct pressure						
Check domestic hot water pumps for:							
3	a) Broken couplers						
	b) Motor mounts						
	c) Leaks						
4	Sweep floor, dust equipment & piping.(If not asbestos)						
5	Check & write down water meter reading.						
Every Month							
1	Oil domestic hot water pumps & motors						
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						
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						
Concerns/Issues regarding your boiler(s) & room:							