Foxboro Elelemtary(Pump Room)

Write down the number for pressure and temp, not just an "X"

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 **NOT** to be used for storage. Keep **ALL COMBUSTIBLE MATERIAL OUT** of the room!
Nightly Lock-Up: Ensure the pump is on prior to locking up for the night.

Pump#_____	Pump Room Inspection Report	School_Foxboro El_____

Month/Year_____

<div align="center">Pump Room</div>

<div align="center" style="color:red">**Every Week**</div>

		1st week	2nd week	3rd week	4th week
1	Check & test filter indicator lights				
2	Replace filters as needed				
3	a) Check air compressor oil				
	b) Drain water from tank. (more often if needed)				
4	Check pumps for bearing noise, leaking seals & correct pressure				
5	Check domestic hot water pumps for broken couplers, motor mounts or leaks				
6	Sweep floor, dust equipment & piping (if not asbestos)				

<div align="center" style="color:red">**Every Month**</div>

1	Oil domestic hot water pumps & motors		
2	Check ERV unit filters & belts. Replace as needed		
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	Check emergency lights in bldg.		
6	Check generator radiator-fluid level		
7	Check generator engine-oil level		
8	Log hour meter to verify unit has exercised since last month	**Beginning of month reading:**	**End of month reading:**

<div align="center" style="color:red">**Every Other Month**</div>

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