

Kay's 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					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	
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 Kay's Creek El
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/concerns.					
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	<table border="1"> <thead> <tr> <th><u>Beginning of month reading:</u></th> <th><u>End of month reading:</u></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	<u>Beginning of month reading:</u>	<u>End of month reading:</u>		
<u>Beginning of month reading:</u>	<u>End of month reading:</u>				
11 Fan Room					
Check oil on pumps					
Check filters					

Every other month

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