

# Kaysville 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) | Air Comp. Pressure, # on the gauge & operation | Walk-in Freezer & Cooler |                                                                                                                                                                                                                                     | Boiler Pressure (0-30 lbs) | Boiler Temp. (80-190) | Air Comp. Pressure, # on the gauge & operation | Walk-in Freezer & Cooler |
| 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 a visible place in the boiler room & write your findings daily or as indicated. Share with your principal & email to <a href="mailto:dsccustodial@dsmail.net">dsccustodial@dsmail.net</a> 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 Kaysville 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 |          |          |          |          |
| 2 | Check air compressor oil level      |          |          |          |          |

**Check heating pumps for:**

|   |                     |  |  |  |  |
|---|---------------------|--|--|--|--|
| 3 | a) bearing noise    |  |  |  |  |
|   | b) leaking seals    |  |  |  |  |
|   | c) correct pressure |  |  |  |  |

**Check domestic hot water pumps for:**

|   |                    |  |  |  |  |
|---|--------------------|--|--|--|--|
| 4 | a) Broken couplers |  |  |  |  |
|   | b) Motor mounts    |  |  |  |  |
|   | c) Leaks           |  |  |  |  |

|   |                                                         |  |  |  |  |
|---|---------------------------------------------------------|--|--|--|--|
| 5 | Sweep floor, dust equipment & piping. (If not asbestos) |  |  |  |  |
| 6 | 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 (not glycol boilers)                                                                        |                                    |  |                              |  |
| 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 |  |  |  |  |
| <b>Concerns/Issues regarding your boiler(s) &amp; room:</b> |                               |  |  |  |  |
|                                                             |                               |  |  |  |  |