

# Odyssey Elementary- (Central Heat Pump & 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
	Central Heat Pump Pressure	Central Heat Pump Temp	Aerco Boiler Temp	Walk-in Freezer & Cooler		Central Heat Pump Pressure	Central Heat Pump Temp	Aerco Boiler Temp	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 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 Odyssey EI  
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 freestats 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	<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:**