

# Oak Hills 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
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 \_\_\_\_\_

School: Oak Hills El  
 Month/Year \_\_\_\_\_

**Every Week**

		1st Week	2nd Week	3rd Week	4th Week
1	Observe boiler through firing cycle				
<b>Check heating pumps for:</b>					
2	a) bearing noise				
	b) leaking seals				
	c) correct pressure				
<b>Check domestic hot water pumps for:</b>					
3	a) Broken couplers				
	b) Motor mounts				
	c) Leaks				
4	Check sump pump operation- enter: "runs" or "won't run"				
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				
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>	
10	Fan Room				
	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>			