

# Sand Springs Elementary (Pump Room)

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	
	Check Main Pump Room			Check Main Pump Room	
	AM	PM		AM	PM
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 [dscustodial@dscmail.net](mailto:dscustodial@dscmail.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 Sand Springs El

Month/Year \_\_\_\_\_

Pump Room

**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 & test filter indicator lights				
2	Replace filters as needed				
3	Check pumps for bearing noise, leaking seals & correct pressure				
4	Check domestic hot water pumps for broken couplers, motor mounts or leaks				
5	Sweep floor, dust equipment & piping (if not asbestos)				

**Every Month**

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	<u>Beginning of month reading:</u>		<u>End of month reading:</u>	

**Every Other Month**

1	Pour 1 gallon of water in floor drains				
	Concern/issues regarding your				