

Morgan Elementary (Steam 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 (0-15 lbs) | Boiler Check Sight Glass Water Level | Air Comp. Pressure, # on the gauge & operation | Blow Down Boiler Mud Legs | Walk-in Freezer & Cooler | | Boiler Pressure (0-15 lbs) | Boiler Check Sight Glass Water Level | Air Comp. Pressure, # on the gauge & operation | Blow Down Boiler Mud Legs | 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@dsmail.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 Morgan El
Month/Year _____**Steam 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 Record expansion tank's water level. (1/4, 1/3, 1/2) | | | | |
| 3 a) Check air compressor oil level b) Drain water from tank. (More often if needed) | | | | |

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 sump pump operation-enter: "runs" or "won't run" | | | | |
| 7 Sweep floor, dust equipment & piping.(If not asbestos) | | | | |
| 8 Check & write down water meter reading. | | | | |

Every Month

| | | | | |
|--|------------------------------------|--|------------------------------|--|
| 1 Oil domestic hot water pumps & motors | | | | |
| 2 Flush down low water cut-off. | | | | |
| 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 Blow down mud legs (not glycol boilers) | | | | |
| 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> | |
| Fan Room | | | | |
| 11 Check oil on heat pumps | | | | |
| Check filters | | | | |

Every other month

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