

Snow Horse Elementary

Pump # _____

MM/YY: _____

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	
	Pressure	Temp	Pressure	Temp		Pressure	Temp	Pressure	Temp
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 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.

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Every Week

	1st week	2nd week	3rd week	4th week
Check & test filter indicator lights				
Replace filters as needed				
Check pumps for bearing noise, leaking seals & correct pressure				
Check domestic hot water pumps for broken couplers, motor mounts or leaks				
Sweep floor, dust equipment & piping (if not asbestos)				

Every Month

Oil domestic hot water pumps & motors		Check ERV unit filters & belts. Replace as needed.	
Check for leaks on heating equipment & associated piping		Check digital reading on water heater for error codes & temps. In excess of 135. Report any problems/concerns	
Check fuel level		Check emergency lights in bldg.	
Check generator radiator-fluid level		Check generator engine-oil level	
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

Pour 1 gallon of water in floor drains	
Concern/issues regarding your pump(s) & room:	