

Sunset 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@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# _____

Boiler Room Inspection Report

School Sunset 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 or 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	Beginning of month reading:		End of month reading:	
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:	