

# Valley View 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			Twice 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 Valley View EI  
 Month/Year \_\_\_\_\_

**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)				

**Check heating pumps for:**

3	a) bearing noise				
	b) leaking seals				
	c) correct pressure				

**Check domestic hot water pumps for:**

4	a) Broken couplers				
	b) Motor mounts				
	c) Leaks				
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 (not glycol boilers)				
5	Emergency lights in bldg.				
	Fan Room				
6	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>				