

Woods Cross 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		Daily				Twice Daily		Daily	
		Boiler Pressure (0-30 lbs)	Boiler Temp. (80-190)	Air Comp. Pressure, # on the gauge & operation	Walk-in Freezer & Cooler			Boiler Pressure (0-30 lbs)	Boiler Temp. (80-190)	Air Comp. Pressure, # on the gauge & operation	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.					
	pm					At the end of the month, share with your principal & email to dscustodial@dsdmail.net or fax to ext. 27881.					

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 Woods Cross El
 Month/Year _____

Water 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				
	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	Sweep floor, dust equipment & piping.(If not asbestos)				
7	Check & write down water meter reading.				

Every Month

1	Check for leaks on heating equipment & associated piping.					
2	Check digital reading on water heater for error codes & temps. In excess of 135. Report any problems/concerns.					
3	Emergency lights in bldg.					
4	Gen. radiator-fluid level					
5	Gen. battery-water level					
6	Gen. engine oil level					
7	Log hour meter to verify unit has exercised since last month	<table border="1" style="width:100%"> <tr> <td style="width:50%"><u>Beginning of month reading:</u></td> <td style="width:50%"><u>End of month reading:</u></td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	<u>Beginning of month reading:</u>	<u>End of month reading:</u>		
<u>Beginning of month reading:</u>	<u>End of month reading:</u>					
8	Fan Room					
	Check oil on heat pumps					
	Check filters					

Every other month

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