

West Point 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 and email to dsdcustodial@dsdmail.net or fax to 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 West Point 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	<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:				