

North Davis Junior (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
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 dsdcustodial@dsdmail.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.					

Pump# _____

Pump Room Inspection Report

School: North Davis Jr

Month/Year _____

Pump Room

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	Check & test filter indicator lights				
2	Replace filters as needed				
3	a) Check air compressor oil				
	b) Drain water from tank. (more often if needed)				
4	Check pumps for bearing noise, leaking seals & correct pressure				
5	Check domestic hot water pumps for broken couplers, motor mounts or leaks				
6	Check sump pump operation-enter: "runs" or "won't run"				
7	Sweep floor, dust equipment & piping (if not asbestos)				

Every Month

1	Oil domestic hot water pumps & motors				
2	Check ERV unit filters & belts. Replace as needed				
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/concerns				
5	Blow down mud legs (not glycol boilers)				
6	Check emergency lights in bldg.				
7	Check generator radiator-fluid level				
9	Check generator engine-oil level				
10	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

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