

# West Point Junior High (Glycol 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. At the end of the month, share with your principal & email to dsdcustodial@dsmail.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 \_\_\_\_\_

## Boiler Room Inspection Report

School West Point Jr  
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				
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 month	<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				
<b>Concerns/Issues regarding your boiler(s) &amp; room:</b>				