

Syracuse High (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: Syracuse High

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				

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	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				
8	Check generator battery-water level				
9	Check generator engine-oil level				

Every Other Month

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