

Administration Building (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. At the end of the month, share with your principal & email to dsdcustodial@dsdmail.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 Administration Bldg
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>	
11	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:					