

G-4 (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 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# _____

Boiler Room Inspection Report

School _____ G-4
Month/Year _____**Steam Boiler****Twice a Week**

	1st Week - 2 times	2nd Week - 2 times	3rd Week- 2 times	4th Week - 2 times
Check water softener				
Amount of salt added (if applicable)				

Every Week

	1st Week	2nd Week	3rd Week	4th Week
Observe boiler through firing cycle				
Record expansion tank's water level. (1/4, 1/3, 1/2)				
a) Check air compressor oil level				
b) Drain water from tank. (More often if				
Check heating pumps for:				
a) bearing noise				
b) leaking seals				
c) correct pressure				
Check domestic hot water pumps for:				
a) Broken couplers				
b) Motor mounts				
c) Leaks				
Check sump pump operation-enter: "runs" or "won't run"				
Sweep floor, dust equipment & piping. (If not asbestos)				
Check & write down water meter reading.				

Every Month

Oil domestic hot water pumps & motors				
Flush down low water cut-off.				
Check for leaks on heating equipment & associated piping.				
Check digital reading on water heater for error codes & temps. In excess of 135. Report any problems or concerns.				
Blow down mud legs (not glycol boilers)				
Emergency lights in bldg.				
Gen. radiator-fluid level				
Gen. battery-water level				
Gen. engine oil level				
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				
Check oil on heat pumps				
Check filters				

Every other month

Check pop-off valve operation	
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Concerns/Issues regarding your boiler(s) & room: