

Canyon Heights (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)	Walk-in Freezer & Cooler		Boiler Pressure (0-30 lbs)	Boiler Temp. (80-190)	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 _____

School Canyon Heights
 Month/Year _____

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				

Check heating pumps for:

2	a) bearing noise				
	b) leaking seals				
	c) correct pressure				

Check domestic hot water pumps for:

3	a) Broken couplers				
	b) Motor mounts				
	c) Leaks				
4	Sweep floor, dust equipment & piping.(If not asbestos)				
5	Check & write down water meter reading.				

Every Month

1	Oil domestic hot water pumps & motors				
2	Check for leaks on heating equipment & associated piping.				
3	Check digital reading on water heater for error codes & temps. In excess of 135. Report any problems or concerns.				
4	Blow down mud legs				
5	Emergency lights in bldg.				
6	Gen. radiator-fluid level				
7	Gen. battery-water level				
8	Gen. engine oil level				
9	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				
10	Check oil on heat pumps				
	Check filters				

Every other month

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