

Creekside Elementary (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:	Three Times Daily			Daily		Three Times 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					13	am				
	mid						mid				
	pm						pm				
2	am					14	am				
	mid						mid				
	pm						pm				
3	am					15	am				
	mid						mid				
	pm						pm				
4	am					16	am				
	mid						mid				
	pm						pm				
5	am					17	am				
	mid						mid				
	pm						pm				
6	am					18	am				
	mid						mid				
	pm						pm				
7	am					19	am				
	mid						mid				
	pm						pm				
8	am					20	am				
	mid						mid				
	pm						pm				
9	am					21	am				
	mid						mid				
	pm						pm				
10	am					22	am				
	mid						mid				
	pm						pm				
11	am					23	am				
	mid						mid				
	pm						pm				
12	am					24	am				
	mid						mid				
	pm						pm				

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	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			
25	am				29	am				
	mid					mid				
	pm					pm				
26	am				30	am				
	mid					mid				
	pm					pm				
27	am				31	am				
	mid					mid				
	pm					pm				
28	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.					
	mid									
	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 Creekside El

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	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			
6	Emergency lights in bldg.			
7	Gen. radiator-fluid level			
8	Gen. battery-water level			
9	Gen. engine oil level			
10	Gen. engine fuel level (If level is at half a tank or lower call it in)			
11	Log hour meter to verify unit has exercised since last month	<u>Beginning of month reading:</u>	<u>End of month reading:</u>	
12	Fan Room			
	Check oil on heat pumps			

Quarterly

13	Check filters			
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Every other month

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