

Crestview Elementary (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:	Three Times Daily			Once Daily			Three Times Daily			Once Daily			
	Boiler Pressure (0-15lbs)	Blow Down Boiler Mud Legs	Boiler Check Sight Glass Water Level	Air Comp. Pressure, # on the gauge & operation	Walk-in Freezer & Cooler	Check digital reading on water heaters for error codes & temps. Report if excess of 125	Boiler Pressure (0-15 lbs)	Blow Down Boiler Mud Legs	Boiler Check Sight Glass Water Level	Air Comp. Pressure, # on the gauge & operation	Walk-in Freezer & Cooler	Check digital reading on water heater for error codes & temps. Report if excess of 125	
1	am						17	am					
	mid							mid					
	pm							pm					
2	am						18	am					
	mid							mid					
	pm							pm					
3	am						19	am					
	mid							mid					
	pm							pm					
4	am						20	am					
	mid							mid					
	pm							pm					
5	am						21	am					
	mid							mid					
	pm							pm					
6	am						22	am					
	mid							mid					
	pm							pm					
7	am						23	am					
	mid							mid					
	pm							pm					
8	am						24	am					
	mid							mid					
	pm							pm					
9	am						25	am					
	mid							mid					
	pm							pm					
10	am						26	am					
	mid							mid					
	pm							pm					
11	am						27	am					
	mid							mid					
	pm							pm					
12	am						28	am					
	mid							mid					
	pm							pm					

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13	am						29	am					
	mid							mid					
	pm							pm					
14	am						30	am					
	mid							mid					
	pm							pm					
15	am						31	am					
	mid							mid					
	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 dscustodial@dsmail.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 _____ 32346

Boiler Room Inspection Report

Steam 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)				
3	Check boiler treatment chemical bucket				

Every Week

		1st week	2nd week	3rd week	4th week
1	Observe boiler through firing cycle				
2	Check air compressor oil				
4	Test the "Low water cutoff"				
5	Check Grundfos Faucets				
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	Check for leaks on heating equipment & associated piping		
2	Check Condensate pumps to ensure they are running		
3	Emergency lights in bldg.		
4	Gen. radiator-fluid level		
5	Gen. engine oil level		
6	Log hour meter to verify unit has exercised	<u>Beginning of month reading:</u>	<u>End of month reading:</u>
7	Check radiant heaters for leaks/ not working		
8	Check Univent Filter according to schedule		

Every other month

1	Check pop-off valve operation	
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Quarterly

1	Oil univent motors and wicks	
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Concerns/ Issues regarding your boiler(s) & room: