

Columbia 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:	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 Columbia El
Month/Year _____**Water Boiler****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 hot water pumps for:					
5	a) Broken couplers				
	c) Leaks				
6	Sweep floor, dust equipment & piping. (If not asbestos)				

Every Month

1	Flush down low water cut-off.				
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/concerns.				
4	Blow down mud legs (not glycol boilers)				
5	Emergency lights in bldg.				
6	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				
7	Check oil on heat pumps				
	Check filters				

Every other month

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