

Endeavour Elementary (Pump Room)

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 |
|-----------|----------------------|----|--------------------------|----|----------------------|----|--------------------------|
| | Check Main Pump Room | | Walk-in Freezer & Cooler | | Check Main Pump Room | | Walk-in Freezer & Cooler |
| | AM | PM | | | AM | PM | |
| 1 | | | | 17 | | | |
| 2 | | | | 18 | | | |
| 3 | | | | 19 | | | |
| 4 | | | | 20 | | | |
| 5 | | | | 21 | | | |
| 6 | | | | 22 | | | |
| 7 | | | | 23 | | | |
| 8 | | | | 24 | | | |
| 9 | | | | 25 | | | |
| 10 | | | | 26 | | | |
| 11 | | | | 27 | | | |
| 12 | | | | 28 | | | |
| 13 | | | | 29 | | | |
| 14 | | | | 30 | | | |
| 15 | | | | 31 | | | |

Post this report in the pump 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 27881.

Each individual pump requires a separate report throughout the year.

The Pump Room is **NOT** to be used for storage. Keep **ALL COMBUSTIBLE MATERIAL OUT** of the room!

Nightly Lock-Up: Ensure the pump is on prior to locking up for the night.

Pump# _____

Pump Room Inspection Report

School Endeavour El

Month/Year _____

Pump Room

Twice a Week

1st week-2 times 2nd week-2 times 3rd week-2 times 4th week-2 times

| | | | | | |
|---|----------------------|--|--|--|--|
| 1 | Check water softener | | | | |
|---|----------------------|--|--|--|--|

Every Week

1st week 2nd week 3rd week 4th week

| | | | | | |
|---|---------------------------------------------------------------------------|--|--|--|--|
| 1 | Replace filters as needed | | | | |
| 2 | Check pumps for bearing noise, leaking seals & correct pressure | | | | |
| 3 | Check domestic hot water pumps for broken couplers, motor mounts or leaks | | | | |
| 4 | Sweep floor, dust equipment & piping (if not asbestos) | | | | |

Every Month

| | | | | | |
|---|---------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------|--|--|
| 1 | Oil domestic hot water pumps & motors | | | | |
| 2 | Check ERV unit filters & belts. Replace as needed | | | | |
| 3 | Check for leaks on heating equipment & associated piping | | | | |
| 5 | Check digital reading on water heater for error codes & temps. In excess of 135. Report any problems/concerns | | | | |
| 6 | Check emergency lights in bldg. | | | | |
| 7 | Check generator radiator-fluid level | | | | |
| 8 | Check generator 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> | | |

Every Other Month

| | | | | | |
|---|-----------------------------------------------|--|--|--|--|
| 1 | Pour 1 gallon of water in floor drains | | | | |
| | Concern/issues regarding your pump(s) & room: | | | | |