

# Shoreline Junior High- (Central Heat Pump and 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 1 Temp and pressure	Boiler 2 Temp and pressure	Boiler 3 Temp and pressure	Walk-in Freezer & Cooler		Boiler 1 Temp and pressure	Boiler 2 Temp and pressure	Boiler 3 Temp and pressure	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@dsmail.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 Shoreline Jr.  
 Month/Year \_\_\_\_\_

**Water Heat pump & 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)				

**Every Week**

		1st Week	2nd Week	3rd Week	4th Week
1	Check Boiler operation (faults, etc)				
<b>Check heating pumps for:</b>					
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	Check all main fans for operation or issues (problems could be freezestats or vfd faults, etc)				
5	Sweep floor, dust equipment & piping.(If not asbestos)				

**Every Month**

1	Check for leaks on heating equipment & associated piping.				
2	Check digital reading on water heater for error codes & temps. In excess of 135. Report any problems/concerns.				
3	Emergency lights in bldg.				
4	Gen. radiator-fluid level				
5	Gen. battery-water level				
6	Gen. engine oil level				

7	Log hour meter to verify unit has exercised since last month	<u>Beginning of month reading:</u>	<u>End of month reading:</u>

8	Fan Room	
	Check filters	

**Every other month**

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