

Sunburst Elementary- (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
	Central Heat Pump Pressure	Central Heat pump Temp	Walk-in Freezer & Cooler	Central Heat Pump Pressure		Central Heat Pump	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 _____	Sunburst EI _____
				Month/Year _____	
Water Heat pump & Boiler					
Every Week					
		1st Week	2nd Week	3rd Week	4th Week
1	Check central heat pump operation				
2	Check Boiler operation (faults, etc)				
Check heating pumps for:					
4	a) bearing noise				
	b) leaking seals				
	c) correct pressure				
5	Check Cooling tower for leaks				
6	Check all main fans for operation or issues (problems could be freezestats or vfd faults, etc)				
7	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				
Concerns/Issues regarding your boiler(s) & room:					