

Antelope 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 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# _____		Boiler Room Inspection Report		School Antelope El	
				Month/Year _____	
Water 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	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 domestic hot water pumps for:					
5	a) Broken couplers				
	b) Motor mounts				
	c) Leaks				
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	Oil domestic hot water pumps & motors				
2	Flush down low water cut-off.				
3	Check for leaks on heating equipment & associated piping.				
4	Check digital reading on water heater for error codes & temps. In excess of 135. Report any problems/concerns.				
5	Blow down mud legs (not glycol boilers)				
6	Emergency lights in bldg.				
7	Gen. radiator-fluid level				
8	Gen. battery-water level				
9	Gen. engine oil level				
10	Log hour meter to verify unit has exercised since last month	<u>Beginning of month reading:</u>		<u>End of month reading:</u>	
11	Fan Room				
	Check oil on heat pumps				
	Check filters				
Every other month					
1	Check pop-off valve operation				
Concerns/Issues regarding your boiler(s) & room:					