

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	
		Central Heat Pump Pressure	Central Heat pump Temp	Aerco Boiler Temp	Walk-in Freezer & Cooler	Central Heat Pump Pressure	Central Heat Pump	Aerco Boiler Temp	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 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 central heat pump operation						
2	Check Boiler operation (faults, etc)						
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 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	Oil domestic hot water pumps & motors						
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.						
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 pumps						
	Check filters						
Every other month							
1	Check pop-off valve operation						
Concerns/Issues regarding your boiler(s) & room:							