

Columbia 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 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 Columbia 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> | |
| | | | | | |
| | Fan Room | | | | |
| 11 | Check oil on heat pumps | | | | |
| | Check filters | | | | |
| Every other month | | | | | |
| 1 | Check pop-off valve operation | | | | |
| Concerns/Issues regarding your boiler(s) & room: | | | | | |