Endeavour Elementary (Pump Room)

If you need to call in a job sheet, make sure you write down the work order # on this report.

Initials:	Twice Daily				Twice Daily	
	Check Main Pump Room				Check Main Pump Room	
	AM	PM			AM	PM
1			17			
2			18			
3			19			
4			20			
5			21			
6			22			
7			23			
8			24			
9			25			
10			26			
11			27			
12			28			
13			29			
14			30			
15			31			
16						

Post this report in the pump 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.

Each individual pump requires a separate report throughout the year.

The Pump Room is **NOT** to be used for storage. Keep **ALL COMBUSTIBLE MATERIAL OUT** of the room!

Nightly Lock-Up: Ensure the pump is on prior to locking up for the night.

Pump#_____   Pump Room Inspection Report   School Endeavour El_____

Month/Year_____

Pump Room

Twice a Week			

		1st week-2 times	2nd week-2 times	3rd week-2 times	4th week-2 times
1	Check water softener				

Every Week			

		1st week	2nd week	3rd week	4th week
1	Replace filters as needed				
2	Check pumps for bearing noise, leaking seals & correct pressure				
3	Check domestic hot water pumps for broken couplers, motor mounts or leaks				
4	Sweep floor, dust equipment & piping (if not asbestos)				

Every Month		

1	Oil domestic hot water pumps & motors		
2	Check ERV unit filters & belts. Replace as needed		
3	Check for leaks on heating equipment & associated piping		
5	Check digital reading on water heater for error codes & temps. In excess of 135. Report any problems/concerns		
6	Check emergency lights in bldg.		
7	Check generator radiator-fluid level		
8	Check generator engine-oil level		
9	Log hour meter to verify unit has exercised since last month	**Beginning of month reading:**	**End of month reading:**

Every Other Month		

1	Pour 1 gallon of water in floor drains	
	Concern/issues regarding your pump(s) & room:	