

Creekside 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:		Three Times Daily			Daily	Three Times Daily			Daily		
		Boiler Pressure (0-30 lbs)			Boiler Temp. (80-190)	Walk-in Freezer & Cooler	Boiler Pressure (0-30 lbs)			Boiler Temp. (80-190)	Walk-in Freezer & Cooler
1	am					17	am				
	mid						mid				
	pm						pm				
2	am					18	am				
	mid						mid				
	pm						pm				
3	am					19	am				
	mid						mid				
	pm						pm				
4	am					20	am				
	mid						mid				
	pm						pm				
5	am					21	am				
	mid						mid				
	pm						pm				
6	am					22	am				
	mid						mid				
	pm						pm				
7	am					23	am				
	mid						mid				
	pm						pm				
8	am					24	am				
	mid						mid				
	pm						pm				
9	am					25	am				
	mid						mid				
	pm						pm				
10	am					26	am				
	mid						mid				
	pm						pm				
11	am					27	am				
	mid						mid				
	pm						pm				
12	am					28	am				
	mid						mid				
	pm						pm				

Creekside 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:		Three Times Daily			Daily			Three Times Daily			Daily
		Boiler Pressure (0-30 lbs)			Boiler Temp. (80-190)			Walk-in Freezer & Cooler	Boiler Pressure (0-30 lbs)		
13	am					29	am				
	mid						mid				
	pm						pm				
14	am					30	am				
	mid						mid				
	pm						pm				
15	am					31	am				
	mid						mid				
	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.					
	mid										
	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 _____		School Creekside El		
		Month/Year _____		
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			
Check heating pumps for:				
	a) bearing noise			
2	b) leaking seals			
	c) correct pressure			
Check domestic hot water pumps for:				
	a) Broken couplers			
3	b) Motor mounts			
	c) Leaks			
4	Sweep floor, dust equipment & piping. (If not asbestos)			
5	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 or concerns.			
5	Blow down mud legs			
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	Beginning of month reading:	End of month reading:	
11	Fan Room			
	Check oil on heat pumps			
Quarterly				
12	Check filters			
Every other month				
1	Check pop-off valve operation			
Concerns/Issues regarding your boiler(s) & room:				