

Cook Elementary

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 _____
 Write down the number for pressure
 and temp, not just an "X"

Boiler Room Inspection Report
Water Boiler

School Cook 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 squad								
2	Record expansion tank's water level. (1/4, 1/3,								
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	Sweep floor, dust equipment & piping. (If not abestos)								
7	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								
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	<u>Beginning of month reading:</u>				<u>End of month reading:</u>			
Every other month									
1	Check pop-off valve operation								
Concerns/Issues regarding your boiler(s) & room:									