

**U.S. POSTAL SERVICE
LOW PRESSURE HEATING BOILER
OPERATING LOG
(STEAM)**

BUILDING:	MONTH:	YEAR:
ADDRESS:	FUEL TYPE:	

PERSON(S) TO BE NOTIFIED IN EMERGENCY (NAME & TELEPHONE NO.)	BOILER NO:
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Daily Checks

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1) RECORD PRESSURE	1ST READING																															
	2ND READING																															
2) OBSERVE WATER LEVEL	1ST READING																															
	2ND READING																															
3) RECORD FLUE GAS TEMP	1ST READING																															
	2ND READING																															
4) OPERATOR'S INITIALS	1ST READING																															
	2ND READING																															

Weekly Checks (Enter Date)

	WEEK 1	WEEK 2	WEEK 3	WEEK 4
1) OBSERVE FLAME CONDITION				
2) TEST LOW WATER CUT-OFF				
3) TEST GAGE GLASS				

Monthly Checks (Enter Date)

1) MANUAL LIFT SAFETY VALVE			
2) REVIEW CONDITION OF OR TEST EACH ITEM	A. LINKAGES		F. FLOOR DRAINS
	B. DAMPER CONTROLS		G. FLAME DETECTION SERVICE
	C. STOP VALVES		H. LIMIT CONTROLS
	D. REFRACTORY		I. OPERATING CONTROLS
	E. FLUE-CHIMNEY BREECHING		J.
3) INSPECT FUEL PIPING			
4) COMBUSTION AIR ADEQUATE/UNOBSTRUCTED			

GENERAL COMMENTS:

STEAM INSTRUCTIONS

- I. Fill in name of the Building, Address, Month, Year, Fuel type, Boiler No., and Name of the person to be contacted in an emergency or malfunction.

- II. Daily Checks

Two (2) Readings Per Day
 1. Record boiler pressure in (PSI).
 2. Record boiler water level (low, high, or normal).
 3. Record the flue gas temperature in degrees fahrenheit.
(Should be read with the boiler running and at operating pressure.)
 4. Initials of person taking the readings.

- III. Weekly Checks (Record the date the test or check was completed and initials of person doing the check.)
 1. Observe flame condition for shape, color, size, and impingement.
 2. Drain float chamber slowly while boiler is running to determine if the control will shut down the boiler, if it fails remove the boiler from service until repairs can be made.
 3. Close the lower gage glass valve, then open drain cock which is on the bottom of this valve and blow the glass clear. Close the drain cock and open lower gage glass valve. Water should return to the gage glass immediately.

- IV. Monthly Checks (Record the date the test or check was completed and initials of person doing the check.)
 1. Lift try-lever to full open and release it to snap shut.
(valve must not leak after test)
 2. Review the condition of and test each item.:
 - A. Check linkages for damage and disconnection.
 - B. Watch damper controls during operation to be sure they operate properly.
 - C. Inspect stop valves.
 - D. If possible without opening boiler, check the refractory for cracking and deterioration.
 - E. Visually inspect the flue-chimney breeching for signs of leakage, damage, or deterioration.
 - F. Test floor drains to be sure they are draining properly and have a water seal.
 - G. Test flame detection devices.
(follow control manufacturer's instructions for checking)
 - H. Test limit controls for proper operation.
 - I. Test operating controls for proper operation.
 3. Check fuel piping for leakage.
 4. Check combustion air supply for obstructions and adequacy of air flow.