

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

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) RECORD BOILER WATER TEMP	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) OBSERVE CIRCULATING PUMPS																															

Monthly Checks (Enter Date)

1) MANUAL LIFT SAFETY RELIEF VALVE			
2) REVIEW CONDITION OF OR TEST EACH ITEM	A. FLAME DETECTION DEVICES		F. REFRACTORY
	B. LIMIT CONTROLS		G. STOP VALVES
	C. OPERATING CONTROLS		H. CHECK VALVES
	D. FLOOR DRAINS		I. DRAIN VALVES
	E. FUEL PIPING		J. LINKAGES
3) OBSERVE GAGE GLASS ON EXPANSION TANK			
4) COMBUSTION AIR ADEQUATE/UNOBSTRUCTED			

GENERAL COMMENTS:

HOT WATER 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 temperature in degrees fahrenheit.
 3. Record the flue gas temperature in degrees fahrenheit.
(Should be read with the boiler running and near high water temperature.)
 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. Observe circulating pumps for proper operation; leakage, temperature and unusual noises.

- 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. Test flame detection devices.
(follow control manufacturer's instructions for checking)
 - B. Test limit controls for proper operation.
 - C. Test operating controls for proper operation.
 - D. Test floor drains to be sure they are draining properly and have a water seal.
 - E. Check fuel piping for leakage.
 - F. If possible without opening boiler, check the refractory for cracking and deterioration.
 - G. Inspect stop valves.
 - H. Inspect check valves.
 - I. Check drain valves.
 - J. Check linkages for damage or disconnection.
 3. Observe water level of gage glass on expansion tank if provided.
 4. Check combustion air supply for obstructions and adequacy of air flow.