

**SAFETY AND MAINTENANCE ASSESSMENT
BUILDINGS – GENERAL**

HEATING BOILER STARTUP CHECKLIST				
	Yes	No	N/A	Comments
A maintenance log should be completed each time the boiler is inspected or serviced. Any malfunction, remove system from service and have a professional service provider repair before returning to operation.				
FREQUENCY: WEEKLY				
Steam Boilers – Test low water cutoff by lowering water level in the boiler slowly to simulate a developing low water condition. CAUTION! DO NOT LOWER WATER LEVEL BELOW BOTTOM OF WATER GAGE GLASS!				
Boiler Room clean and dry				
Check Safety Controls (such as flame failure) Service immediately if needed.				
FREQUENCY: MONTHLY				
Hot Water Boilers – Test low water cutoff				
To check safety valve, pull level to open position with steam at full pressure. Release to allow valve to snap closed.				
Completely check boiler and entire system for:				
Leakage				
Defects at pipe connections, flanges, traps or valves				
Test Safety and safety relief valve for freedom of operation. Do not use systems if either safety and/or safety relief valves are inoperative or defective.				
Clean water spaces. A suitable chemical treatment should be used to minimize new build-up of scale and prevent corrosion.				

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	Yes	No	N/A	Comments
A record of boiler operation should be established and maintained throughout the season (sample log attached)				
Thoroughly check stoker, oil or gas burner				
Check all operating and protective controls				
FREQUENCY: SEMI-ANNUALLY				
Check Boiler and System for leakage or defects Be sure to check pipe connections, flanges, traps and valves. Any unsatisfactory condition should be noted and corrected.				
FREQUENCY: ANNUALLY				
Have competent service firm come for service to include:				
Disassemble and completely overhaul low water cutoff and make-up water feeding devices and all internal and external mechanism's including linkage, contacts mercury bulbs, floats, and wiring. (See Manufacturer's instructions and recommendations)				
Thoroughly check stoker and oil or gas burner controls				
Check all pressure and temperature controls and gages for satisfactory operation, adjust or replace as necessary				
Clean water level gage glass				
Any and all leaking pipes or fittings should be repaired or replaced immediately				
Check and lubricate all mechanical equipment such as fans and pumps for smooth operation				
Clean fire side of boiler, check all brick work and refractory				
Wash out boiler to remove scale or corrosion Contact boiler inspector if any unusual condition is noted				

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	Yes	No	N/A	Comments
Clean and adjust burner equipment				
Clean boiler heating surfaces, firebox, ash pit, casing and ducts of all deposits				
Insulate water lines exposed to freezing temperatures				
Insulate steam and condensate return lines				
Thoroughly clean and recondition (as required), then test before boiler is put back into service				

Assessment Completed By: _____

Date: _____