

**Maintenance, Testing, and Inspection Log
Steam Heating Boilers**

- I Fill in the name of the building, its location, boiler number, fuel type used, and the year. Name the person to be contacted in an emergency or malfunction.
- II Daily Checks
- a. Observe water level in the water column sight glass.
 - b. Record boiler pressure indicated by the gauge at the boiler.
 - c. Record the flue gas temperature. (This should be done with boiler running and at pressure.)
- III Weekly Checks (Record the date and time the test or check was completed.)
- a. Drain float chamber of the low water cutoff(s), or water column(s), while the boiler is running to determine if the control will shut down the boiler.
 - b. Close the lower gauge gas 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 gauge glass valve. Water should return to the gauge glass immediately.
 - c. Observe flame condition.
- IV Monthly Checks (Record the date and time the test or check was completed.)
Review the condition of, check or test each item.
- a. Check linkages for damage or disconnection.
 - b. Watch damper controls during operation to be sure they operate properly.
 - c. Check combustion air supply for obstructions and adequacy of air flow.
 - d. Inspect fuel pipe for leakage and/or damage.
 - e. Check stop valves.
 - f. If possible, without opening the boiler, check the refractory for cracking and deterioration.
 - g. Check the flue-chimney breeching for signs of leakage, damage or deterioration.
 - h. Test floor drains to sure they are draining properly.
 - i. Test flame detection device.
 - j. Test limit controls.
 - k. Test operating controls.
 - l. On relief valve lift try-lever to full open and release it to snap shut.
- V Yearly (Record the date and time of the check and/or inspection.)
- a. Inspect and clean the fireside of the boiler. Examine all gaskets and replace as necessary.
 - b. Inspect and clean the waterside of the boiler. Replace ALL hand hole gaskets.
 - c. Dismantle, inspect and clean low water cutoffs, water columns and equalizing piping.
 - d. Perform daily, weekly and monthly test noted above.
- VI Retain this log for at least one year.

SAMPLE BOILER ROOM LOG Steam Heating Boilers

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|--|---------------------------------|------------|-------------|---|--------|---|---|---|----------------------------------|----|----|----|--------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Maintenance, Testing and Inspection Log | Building: | Month: | Year: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Address: | Fuel Type: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Person(s) to be Notified in Emergency (Name and Telephone No.) | | | Boiler No.: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 |
| a) Observe water level | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| b) Record pressure | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| c) Record flue gas temperature | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WEEKLY CHECKS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | WEEK 1 | | | | WEEK 2 | | | | WEEK 3 | | | | WEEK 4 | | | | | | | | | | | | | | | | | | |
| a) Test low water cutoff | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| b) Test gauge glass | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| c) Observe flame condition | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MONTHLY CHECKS (Enter date and time) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Review condition of, check or test each item | a) Linkages | | | | | | | | g) Flue and breaching | | | | | | | | | | | | | | | | | | | | | | |
| | b) Damper controls | | | | | | | | h) Floor drains | | | | | | | | | | | | | | | | | | | | | | |
| | c) Combustion air supply | | | | | | | | i) Flame detection devices | | | | | | | | | | | | | | | | | | | | | | |
| | d) Fuel piping | | | | | | | | j) Limit controls | | | | | | | | | | | | | | | | | | | | | | |
| | e) Stop valves | | | | | | | | k) Operating controls | | | | | | | | | | | | | | | | | | | | | | |
| | f) Refractory | | | | | | | | l) Relief valve try-lever test | | | | | | | | | | | | | | | | | | | | | | |
| YEARLY CHECKS (Enter date and time) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Review condition of, check or test each item | a) Inspect and clean fireside | | | | | | | | c) Dismantle low water cutoffs | | | | | | | | | | | | | | | | | | | | | | |
| | b) Inspect and clean water side | | | | | | | | d) Daily, weekly, monthly checks | | | | | | | | | | | | | | | | | | | | | | |

APPENDIX H