

**Maintenance, Testing, and Inspection Log  
Hot Water 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. Record pressure
  - b. Record temperature
  - 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. Observe flame condition
  - b. Observe circulating pumps for proper operation
- IV Monthly Checks (Record the date and time the test or check was completed.)  
Review the condition of, check or test each item.
- a. Test flame detection devices
  - b. Test limit controls
  - c. Test operating controls
  - d. Test floor drains to be sure they are draining properly
  - e. Check fuel piping for leakage
  - f. If possible, without opening the boiler, check the refractory for cracking and deterioration
  - g. Check stop valves
  - h. Inspect check valves
  - i. Check drain valves
  - j. Check linkages for damage or disconnection
  - k. Observe water level of gauge glass on expansion tank
  - l. Check combustion air supply for obstruction and adequacy of air flow
  - m. On relief valve lift try-lever to full open and release it to snap shut
  - n. Test low water cutoff (if possible)
- 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 every two years. Replace ALL hand hole gaskets.
  - c. Perform slow drain test to test low water cutoffs (with burner running)
  - d. Dismantle, inspect and clean low water cutoffs every two years
  - e. Perform daily, weekly and monthly tests noted above.
- VI Retain this log for at least two years.

# SAMPLE BOILER ROOM LOG Hot Water Heating Boilers

Maintenance, Testing and Inspection Log	Building:	Month:	Year:																													
	Address:	Fuel Type:																														
Person(s) to be Notified in Emergency (Name and Telephone No.)		Boiler No.:																														
<b>DAILY CHECKS</b>																																
	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) Record pressure																																
b) Record boiler water temperature																																
c) Record flue gas temperature																																
<b>WEEKLY CHECKS</b>																																
	WEEK 1				WEEK 2				WEEK 3				WEEK 4																			
a) Observe flame condition																																
b) Observe circulating pumps																																
<b>MONTHLY CHECKS (Enter date and time)</b>																																
Review condition of, check or test each item	a) Flame detection devices			h) Check valves																												
	b) Limit controls			i) Drain valves																												
	c) Operating controls			j) Linkages																												
	d) Floor drains			k) Expansion tank water level																												
	e) Fuel piping			l) Combustion air supply																												
	f) Refractory			m) Relief valve try lever test																												
	g) Stop valves			n) Low water cutoff																												
<b>YEARLY CHECKS (Enter date and time)</b>																																
Review condition of, check or test each item	a) Inspect and clean fireside			d) Slow drain test of LWCO																												
	b) Inspect and clean waterside			e) Daily, weekly, monthly checks																												
	c) Dismantle low water cutoff																															

## APPENDIX I