

**Maintenance, Testing, and Inspection Log
Process 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 operating pressures.
 - b. Water level and general conditions. Determine the cause of unusual noises or conditions and correct.
 - c. Test low-water cutoff, pump control and/or water feeder. See Section Three, Section Five and Section Nine.
 - d. Blowdown boiler as required. (A COMPETENT WATER TREATMENT SPECIALIST SHOULD BE CONSULTED REGARDING YOUR WATER TREATMENT REQUIREMENTS AND BLOWDOWN REQUIREMENTS.)
 - e. Test water column or water gauge glass See Section Five.
 - f. Observe condition of flame. See Section Six: Burner Manual for information on the burner supplied.
 - g. Check fuel oil supply.
 - h. Observe operation of boiler feed and condensate return pumps.
- III Monthly Checks (Record the date and time the test or check was completed.)
Review the condition of, check or test each item.
- a. Safety Valve – Try Lever Test See Section Five.
 - b. Test flame detection devices See Section Six: Burner Manual.
 - c. Test Limit Controls See Section Five.
 - d. Test Operating Controls.
 - e. Check boiler room floor drains for proper functioning.
 - f. Inspect fuel supply systems in boiler room area.
 - g. Check conditions of fireside heating surfaces.
- IV Yearly (Record the data and time the test or check was completed.)
- a. Internal after thorough cleaning See Section Five and Section Seven.
 - b. External inspection.
 - c. Routine burner maintenance See Section Six: Burner Manual.
 - d. Routine Maintenance of boiler feed and condensate pump(s).
 - e. Routine Maintenance of combustion control equipment See Section Six: Burner Manual.
 - f. Combustion and draft tests.
 - g. Safety Valve Pop Test See Section Five.
 - h. Slow drain test of low-water cutoff See Section Five.
 - i. Inspect gas piping for proper support and tightness.
 - j. Inspect boiler room ventilation louvers and intake.
- V Retain this log for at least one year.

SAMPLE BOILER ROOM LOG Process Steam 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.: _____																														
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 operating pressure																																
b) Observe water level																																
c) Test low water cutoff																																
d) Blowdown boiler																																
e) Test water column & gauge glass																																
f) Observe flame																																
g) Check fuel oil																																
h) Observe boiler feed & return pumps																																
MONTHLY CHECKS (Enter date and time)																																
Review condition of, check or test each item	a) Safety valve - Try lever test			e) Boiler room floor																												
	b) Flame detection devices			f) Fuel supply systems																												
	c) Limit controls			g) Fireside																												
	d) Operating Controls																															
YEARLY CHECKS (Enter date and time)																																
Review condition of, check or test each item	a) Internal inspection			f) Combustion & draft tests																												
	b) External inspection			g) Safety valve pop test																												
	c) Burner Maintenance			h) Low water cutoff slow drain test																												
	d) Boiler feed & condensate pump maintenance			i) Inspect gas piping																												
	e) Combustion controln equipment maintenance			j) Boiler room ventilation/louvres and intake																												

APPENDIX J