**MONTHLY BOILER INSPECTION LOG SHEET INSTRUCTIONS**

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| See the next page for a copy of this form, refer to it now and follow along as you read instructions concerning its use. |
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| 1. | Enter the equipment identification code in the box in the upper right corner. |
| 2. | Enter year and month in upper right corner of form in spaces provided. |
| 3. | Obtain and enter the horsepower rating in upper right corner. |
| 4. | Fill in operating pressure in pounds per square inch (psi). |
| 5. | Enter "preferred readings time" in space provided. |
| 6. | MAKE UP WATER ANALYSIS. Enter Standard Range for chemicals in make-up water (upper left corner). List the ranges in the space provided. Use the information to determine the chemical balance for optimum operating efficiency. |
| 7. | WEEKLY READINGS. Once a week perform a boiler feed water analysis. Enter the date and appropriate readings in the space provided |
| 8. | WASH-OUT DATES. Enter:  |
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| a. | This months wash-out date.  |
| b. | Last month’s wash-out date (from the previous log sheet).  |
| c. | Projected wash-out date (30 days) for next month. |

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| 9. | Check the boilers daily. Complete the appropriate readings in the spaces provided across from the date of inspection.  |
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| a. | Enter all control readings (from prior months log or supervisor).  |
| b. | Record hours of operation.  |
| c. | Obtain and record the "blow down" data in appropriate boxes.  |
| d. | Record all zeolite treatment by quantity and formula base used.  |
| e. | Analyze water leaving softener and record in space provided.  |
| f. | Analyze the boiler water and enter data.  |
| g. | Determine the pH of the condenser water and enter data.  |
| h. | Projected wash-out date (30 days) for next month. |
| i. | Enter time of inspection and your initials |

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| 10. | Use the back of the log sheet to enter by date other information/remarks. |
| 11. | At the end of the month, turn the log sheet into the supervisor. This form must be kept on file for one year.  |

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