**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: | |  | |  |  | | --- | --- | | 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. | | | 9. | Check the boilers daily. Complete the appropriate readings in the spaces provided across from the date of inspection. | |  | |  |  | | --- | --- | | 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 | | | 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. | |