

CHECK POINT	CHECKPOINT DESCRIPTION	STANDARD INSTRUCTIONS	TASK COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO PROVIDE EXPLANATION)
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.		<input checked="" type="checkbox"/>	
2	Verify that the annual inspections for the boiler have been satisfactorily performed.		<input checked="" type="checkbox"/>	
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Wear appropriate respirator, goggles, and gloves while in contact with hazardous materials.		<input checked="" type="checkbox"/>	
4	All automatically and manually operated control devices provided for controlling operation and safety of the vessel steam or water pressure, hot water temperature, combustion, and boiler water level shall be inspected under operating conditions.		<input checked="" type="checkbox"/>	
5	All associated valves and piping, pressure and temperature indicating devices, metering and recording devices, and all boiler auxiliaries shall be inspected under operating conditions.		<input checked="" type="checkbox"/>	
6	Prepare boiler for internal inspection in the following manner:		<input checked="" type="checkbox"/>	
7	Fuel supply and ignition system shall be locked out.		<input checked="" type="checkbox"/>	
8	Water shall be drawn off and water side thoroughly washed out.		<input checked="" type="checkbox"/>	
9	Manhole and handhole plates, washout plugs, and inspection plugs in water column connections shall be removed.		<input checked="" type="checkbox"/>	
10	The boiler shall be cooled and thoroughly cleaned.		<input checked="" type="checkbox"/>	
11	All grates of internally fired boilers shall be removed.		<input checked="" type="checkbox"/>	
12	Pressure gages shall be removed and tested.		<input checked="" type="checkbox"/>	
13	Any leakage of steam or hot water into the boiler shall be prevented by disconnecting the pipe or valve at the most convenient point.		<input checked="" type="checkbox"/>	OK NO LEAKS

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CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDE EXPLANATION)
		YES	NO	
14	Before opening the manhole and entering any part of the boiler, The required steam or water system stop valves must be closed, tagged, and padlocked. All drain valves or cocks located between the two valves shall be opened.	<i>G</i>		
15	Inspector will not enter boiler until satisfied that necessary safety precautions and pre inspection preparations have been made.			
16	If a boiler has not been properly prepared for an internal inspection, the inspector should decline to make the inspection.	<i>G</i>		
17	If materials to be worked on are known or suspected to contain asbestos, check the building's asbestos management plan to see if they have been	<i>G</i>		
18	Account for all tools, materials, and equipment before closing boiler.	<i>G</i>		
TO BE PERFORMED BY INSPECTION SERVICE				
1	Check boiler room for ventilation in accordance with the American Gas Association (AGA) burner requirements.	<i>G</i>		
2	Check operation of all gas controls and valves including: manual gas shutoff; petal gas regulator; safety shutoff valve (solenoid); automatic gas valve; petal solenoid valve; butterfly gas valve, motor, and linkage to air louver; safety petal solenoid (if used.)	<i>G</i>		
3	Check flue connections for tight joints and minimum resistance to air flow. (combustion chamber, flues, breeching, and chimney are clear before firing.)	<i>G</i>		
4	Draft regulators require slightly negative pressure in the combustion chamber at maximum input	<i>G</i>		
5	On forced draft burners, gas manifold pressure requirements should correspond with modulating (butterfly) valve in full open position and stable at all other firing rates.	<i>G</i>		
6	Check burner for flashback and tight shutoff of fuel.	<i>G</i>		
7	Check operation of automatic controls and combustion flame safeguards. Clean and adjust, if necessary.	<i>G</i>		
8	Replace fusible plugs, if applicable.			
9	Operation and adjustments should conform with manufacturer's instructions.	<i>G</i>		

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: HVAC Technician

Additional Notes: