

## Hot water heating boiler operator log

This boiler operating log is to be used in addition to the boiler manufacturer's operating requirements and instructions. All operational tasks and tests must be conducted in accordance with the manufacturer's instructions by a trained and qualified individual.

Location			
Name of qualified individual			

Boiler # \_\_\_\_\_

Year \_\_\_\_\_

While recording the operating conditions on this log, visually inspect the controls, safety devices, relief valves, piping, and all associated equipment. Any unusual or adverse conditions should be recorded, reported and then corrected by a qualified technician.

Record the actual date items were performed in each column except WEEKLY tasks that are recorded with a check mark (✓).

	Weekly												Every 3 months		Annually			
	Test low water fuel cutoff and make up feed (✓)				Check circulating pumps and expansion tank (✓)				Inspect for leaks and clean area around boiler (✓)				Test safety valve by lifting lever by hand	Open and close boiler drain valve	Test burner operation	Clean boiler and burner	Verify operation of all safety devices and controls	Operating certificate inspection
	Week				Week				Week									
	Month	1	2	3	4	1	2	3	4	1	2	3	4					
January																		
February																		
March																		
April																		
May																		
June																		
July																		
August																		
September																		
October																		
November																		
December																		

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