

# HEATING BOILER LOG

(Post near boiler and initial when tested)

MANUFACTURER										BOILER NUMBER					YEAR							
SAFETY VALVE TESTED (Quarterly)	DATE PERFORMED	LOG THIS INFORMATION WEEKLY	GAGE GLASS DRAINED					LOW-WATER FUEL CUTOFF TESTED					PUMP SYSTEM CHECKED					BURNER OPERATION CHECKED				
			WEEK					WEEK					WEEK					WEEK				
			1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
SEP																						
OCT																						
NOV																						
DEC																						
JAN																						
FEB																						
MAR																						
APR																						
MAY																						
JUN																						
JUL																						
AUG																						

(If you have any questions regarding your equipment or need to schedule an inspection, call 1-800-333-4677.)

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This log is intended to complement the equipment manufacturers' recommendations - not replace them. If you have doubts about any particular testing or maintenance procedure, contact the manufacturer or your equipment service representative.

### SEND REQUESTS FOR ADDITIONAL TAGS TO:

The Hartford Steam Boiler Inspection and Insurance Company  
**Attn:** Inspection Services  
 Hartford Steam Boiler  
 PO Box 61509  
 King of Prussia, PA 19406  
 or by email: NSCINSP\_hotline@hsb.com

or scan  
this code



## IMPORTANT

### TEST INSTRUCTIONS

- A. SAFETY / RELIEF VALVES** – Test quarterly while the boiler is in operation. Lift the try-lever to full open position, then release lever to allow valve to snap closed. Pressure test annually by a qualified service personnel to verify the valve opens at set pressure.
- B. WATER COLUMN OR GAGE GLASS (Steam Boilers)** – For low-pressure steam boilers, flush water column, and gage glass weekly. Open drain valve quickly to void small quantity of water.\* Water level should return quickly to normal operating level when valve is closed.
- C. PRESSURE/TEMPERATURE GAGES** – Verify consistent system pressure and temperature daily.
- D. LOW-WATER FUEL CUTOFF (LWCO)** – For steam boilers, test weekly and for hot-water boilers test monthly. For float-type LWCO, drain the float chamber while burner is running.\* For probe-type, drain the water column or use the test button on the device. These tests should interrupt the circuit and stop burner. For steam boilers, conduct a slow drain test annually by qualified service personnel.
- E. PUMP AND SYSTEM** – For all boilers, check pump daily, for proper operation, leaky packing. Examine check valves, makeup float valves, expansion or condensate tank. Check for leaks in other parts of system.
- F. BURNER OPERATION** – If burner starts with a puff or operates roughly, call your service personnel immediately.

\* All Discharges must be piped to a safe place.

### SERVICING

- A. LOW-WATER FUEL CUTOFF (LWCO)** – For all steam boilers, the low-water fuel cutoff should be dismantled for a complete overhaul by qualified service personnel at least annually. The internal and external mechanisms, including linkage contacts, mercury

bulbs, floats, and wiring should be carefully checked for defects. Probe-type LWCOs should also be examined for cracking and deposits. See manufacturer's instructions.

Record and initial service dates below.

Initial: 

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 Date: 

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- B. OIL OR GAS BURNERS AND CONTROLS** – Oil and gas burners and all operating and safety controls should be thoroughly checked at least annually by a competent service organization. **CAUTION:** If any single control is replaced, all controls should be retested to ensure they still function properly. See manufacturer's instructions.

Record and initial service dates below.

Initial: 

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 Date: 

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- C. Temperature and pressure indicators and gages** – Calibrate all gages and indicators annually. See manufacturer's instructions.

Record and initial service dates below.

Initial: 

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 Date: 

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### BOILER SAFETY RULES

**NEVER** take it for granted that the boiler safety devices are in working order – **TEST THEM.**

**ALWAYS** check the boiler periodically. **THE BEST CONTROL CAN FAIL.**

**ALWAYS** maintain the water at the proper level in an operating boiler.

**ALWAYS** familiarize yourself with proper operation of the boiler. An experienced operator can often avoid trouble before it starts.