Boiler maintenance checklist

01 The visit

Boiler (name and tag)

Date

Location

Checked by (printed name)

02 Daily

9 checks

CHECK	OK	FAIL	NOTE
Steam: water level visible in the gauge glass at the normal mark	☐	☐	
Steam: blow down the gauge glass and water column	☐	☐	
Steam: blow down the low-water cutoff with the burner firing	☐	☐	
Steam: blow down the boiler, at the rate your water treatment program sets	☐	☐	
Low-pressure steam: blow down the makeup water feeder	☐	☐	
Pressure and temperature gauges in the normal operating range	☐	☐	
Burner flame through the sight glass	☐	☐	
Boiler, piping and valves	☐	☐	
Readings into the boiler log	☐	☐	

03 Weekly

6 checks

CHECK	OK	FAIL	NOTE
Flame failure cutoff and its timing	☐	☐	
Flame signal strength, pilot and main flame, recorded	☐	☐	
Pilot and main fuel shutoff valves close	☐	☐	
Operating and limit controls, indicating lights and alarms	☐	☐	
Igniter and burner light-off	☐	☐	
Chemical treatment tank level	☐	☐	

04 Monthly

8 checks

CHECK	OK	FAIL	NOTE
Hot water: test the low-water cutoff as the maker describes	☐	☐	
Lift the safety or relief valve by hand with its try lever, with pressure at about 75 percent of the set pressure	☐	☐	
Relief valve discharge pipe	☐	☐	
Water treatment test results from your treatment company, treatment adjusted	☐	☐	
Interlocks: combustion air fan and air pressure, low fire start, high pressure or temperature limit, high and low gas pressure (oil: pressure and temperature)	☐	☐	
Main burner fuel safety shutoff valves checked for leakage	☐	☐	
Motor and pump bearings lubricated as the manual says	☐	☐	
Hot water: expansion tank and system pressure	☐	☐	

05 Twice a year

5 checks

CHECK	OK	FAIL	NOTE
Steam: slow drain test of the low-water cutoff, with the burner firing and the operator watching the glass	☐	☐	
Combustion analysis with an instrument: oxygen or carbon dioxide, carbon monoxide, stack temperature	☐	☐	
Safety and relief valves tested as ASME Sections VI and VII describe	☐	☐	
Burner components, flame failure components, interlock piping and wiring	☐	☐	
Pressure and temperature gauges recalibrated or compared with a test gauge	☐	☐	

06 Yearly

8 checks

CHECK	OK	FAIL	NOTE
Inspection by a commissioned inspector, where your jurisdiction requires one	☐	☐	
Boiler drained and opened; waterside inspected and cleaned	☐	☐	
Firesides cleaned; flue, breeching and chimney inspected	☐	☐	
Low-water cutoff reconditioned or replaced	☐	☐	
All fuel valves leak-tested; all controls and safety devices tested	☐	☐	
Burner adjusted with combustion test instruments by a qualified technician	☐	☐	
Gaskets replaced; gas drip leg and strainer cleaned	☐	☐	
Carbon monoxide alarm in the boiler room tested	☐	☐	

07 Boiler log

DATE	STEAM PSI	STACK °F	WATER LEVEL	GLASS BLOWN DOWN	CUTOFF TEST	BLOWDOWN	MAKEUP METER	INITIALS

08 Defects and sign-off

Defects found, or no defects

Work orders written

Signature