



RELIGIOUS PROPERTY BUILDING REPAIR & RESTORATION
A CORNERSTONE OF QUALITY SINCE 1960

P.O. BOX 620 DOVER, NEW JERSEY 07801
PHONE: (973) 442-9492 FAX: (973) 442-1552

WINTER MAINTENANCE MANUAL

PARISH _____

ADDRESS _____



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WINTER MAINTENANCE

HEATING

WEEKLY TEST LOW WATER CUT OFF.
MONTHLY TEST BOILER WATER QUALITY AND CHEMICALLY TREAT AS REQUIRED
BLOW DOWN AND CLEAN STRAINERS AS REQUIRED
BLOW DOWN BOILER UNTIL CLEAR WATER IS OBTAINED DAILY
CHECK FEED PUMPS CONDENSATE PUMPS, FUEL SUPPLY PUMPS DAILY
CHECK STEAM PRESSURE DAILY
CHECK MAIN LINE PRESSURE DAILY
CHECK BURNER OPERATION DAILY
CHECK LOW WATER CUT OFF DAILY
CHECK WATER COLUMN DAILY
CHECK HIGH AND LOW STEAM PRESSURE TROL VALVE OPERATION DAILY
CHECK HIGH AND LOW TEMPERATURE AQUASTAT OPERATION DAILY
CHECK MOTORIZED DAMPER OPERATION DAILY
CHECK DAMPER REGULATORS DAILY

ROOF MAINTENANCE

CHECK ALL EXTERIOR AND INTERIOR DRAIN FOR BLOCKAGE
CLEAN ALL GUTTERS AND LEADERS
CLEAN ALL ROOF VALLEYS
CHECK ROOF FOR WIND DAMAGE OR ICE DAMAGE
COMPLET ROOF SURVEY

BUILDING EXTERIOR

CLEAN ALL CURB DRAINS DURING SNOW BUILDUP
MARK ALL OIL TANK FILL LINES TO PREVENT SNOW PLOW DAMAGE
CLEAR SNOW AROUND ALL OIL TANK FILL LINES
USE CORRECT SALT COMPOUNDS FOR SNOW AND ICE REMOVAL



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MAINTENANCE INSPECTION CHECK LIST

BUILDING LOCATION DATE INSPECTOR

WINTER	PROBLEM			OBSERVATION	DATE
	HEATING	MAJOR	MINOR		
WEEKLY TEST LOW WATER CUT OFF MONTHLY TEST BOILER WATER CHEMICALLY TREAT AS NEEDED BLOW DOWN AND CLEAN STRAINERS AS NEEDED BLOW DOWN BOILER UNTIL CLEAR WATER IS OBTAINED DAILY CHECK ALL DAILY: FEED PUMPS CONDENSATE PUMPS FUEL SUPPLY PUMPS STEAM PRESSURE MAIN LINE PRESSURE BURNER OPERATION LOW WATER CUT OFF WATER COLUMN STEAM PRESSURE RETROL VALVE OPERATION HIGH AND LOW TEMPERATURE AQUASTAT OPERATION MOTORIZED DAMPER OPERATION DAMPER REGULATOR OPERATION					



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INSPECTOR

WINTER

PROBLEM

ROOF MAINTENANCE	MAJOR	MINOR	OK	OBSERVATION	DATE
CHECK INTERIOR AND EXTERIOR DRAINS FOR BLOCKAGE					
CLEAN ALL GUTTERS AND LEADERS					
CLEAN ALL ROOF VALLEYS					
CHECK ROOF FOR WIND OR ICE DAMAGE					
COMPLETE ROOF SURVEY					



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BUILDING LOCATION DATE INSPECTOR

WINTER	PROBLEM			OBSERVATION	DATE
	EXTERIOR	MAJOR	MINOR		
CLEAN ALL CURB DRAINS DURING SNOW BUILDUP					
MARK OIL FILL LINES TO PREVENT SNOW DAMAGE					
SNEAR SNOW BUILDUP AROUND OIL TANK FILL LINES					
USE CORRECT SALT COMPOUND FOR SNOW AND ICE REMOVAL					