



# Boiler Maintenance Checklist

This printable, organized checklist provides you with a comprehensive boiler maintenance list to ensure your boilers run smoothly throughout the year. This checklist divides tasks into weekly, monthly, quarterly, and yearly categories, making it easy to keep track of essential maintenance steps for optimal boiler performance. The items are sourced from best practices to ensure thorough and consistent inspection. Share this document with your team and check each item as you work through the list.

## Weekly Boiler Maintenance Tasks

- Check Water Levels**  
Ensure that the water level is within the recommended range to prevent damage and inefficiencies.
- Inspect Pressure & Temperature Gauges**  
Verify that all readings are within safe operating limits, adjusting as needed.
- Drain Low-Water Cutoff**  
Drain sediment from the low-water cutoff to maintain proper function and safety.
- Observe for Leaks and Noises**  
Check for any visible signs of leakage and listen for unusual sounds like banging or hissing, which may indicate issues.
- Clean the Surrounding Area**  
Remove dust, debris, or any flammable materials from around the boiler to reduce fire hazards.

## Monthly Boiler Maintenance Tasks

- Test Safety Controls**  
Verify the functionality of all critical safety devices, including pressure relief valves and low-water cutoffs.
- Inspect and Clean Burner Assembly**  
Remove soot, dust, and debris to keep the burner operating efficiently.
- Analyze Combustion Quality**  
Check for proper combustion and address any signs of poor combustion, such as black smoke or soot accumulation.
- Check Electrical Components**  
Inspect electrical connections for signs of wear or looseness, which could lead to malfunctions.
- Inspect Air Intake and Exhaust Vents**  
Make sure air intake and exhaust systems are free from obstructions to maintain optimal airflow.

## Quarterly Boiler Maintenance Tasks

- Test Fuel System Connections**  
Check all fuel lines and connections for leaks or signs of damage to ensure safe and efficient fuel delivery.
- Inspect Boiler Tubes and Clean as Necessary**  
Look for signs of scaling or deposits and clean tubes to maintain proper heat transfer efficiency.
- Lubricate Moving Parts**  
Apply lubrication to pumps, fans, and other moving parts to reduce wear and ensure smooth operation.
- Analyze Water Quality and Add Treatment**  
Test water quality, looking at pH, conductivity, and hardness. Add necessary chemicals to prevent scaling and corrosion.
- Inspect Control Settings and Calibrate if Needed**  
Confirm that control settings align with manufacturer recommendations and calibrate for precise operation.

## Yearly Boiler Maintenance Tasks

- Complete System Shutdown and Comprehensive Inspection**  
Schedule a full shutdown to conduct a thorough internal inspection and cleaning.
- Inspect and Clean Heat Exchanger**  
Check the heat exchanger for signs of fouling, scaling, or wear, and clean it to improve heat transfer.
- Calibrate Sensors and Safety Controls**  
Test and calibrate sensors, safety controls, and pressure gauges for accuracy and reliability.
- Perform Burner Inspection and Adjustment**  
Disassemble and inspect the burner for wear. Adjust the burner settings to optimize combustion efficiency.
- Inspect and Test Backup Systems**  
Ensure that backup systems are operational and tested, ready to take over in case of primary boiler failure.
- Review Operational Efficiency Data**  
Evaluate data on fuel usage, operational hours, and any issues over the past year to identify trends and areas for improvement.

## Additional Notes

- Documentation**  
Keep detailed records of all maintenance activities, noting any issues found and steps taken to address them. This will help identify recurring issues and facilitate future maintenance.
- Staff Training**  
Ensure that staff are trained on boiler operations and emergency procedures, especially if any changes are made to the system or processes.
- Compliance Check**  
Confirm that your boiler maintenance and safety practices comply with local and industry regulations to avoid potential fines and ensure safe operation.

This downloadable PDF checklist is designed to be printed and taken into the facility, so each step is easily checked off as it's completed, ensuring thorough and consistent maintenance throughout the year.

**Note:** Regularly review boiler operating manuals for specific instructions and manufacturer recommendations for your equipment.