

Boiler Preventive Care Schedule Outline

Task	Frequency	Notes
Check and record boiler pressure	Daily	
Inspect for leaks and unusual noises	Daily	
Test low water cutoff	Weekly	
Check and clean burner assembly	Monthly	
Test safety valves	Quarterly	
Descale boiler tubes	Annually	
Inspect combustion chamber	Annually	
Review and update care log	Ongoing	

Additional Notes

- Assign a responsible person/team for each task.
- Document all findings and corrective actions in a maintenance log.
- Follow manufacturer’s guidelines for additional recommendations.
- Ensure all safety procedures are observed during inspection and maintenance.