

# H003.30 DAILY & WEEKLY MAINTENANCE CHECKLIST

Hillingdon Inc, Pield Heath Rd, Uxbridge, Middlesex UB8 3NN

Issue No. 7

See intranet for latest issue



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All defects or problems found during checks and inspections must be recorded on this form. The completed form must be handed to the Plant Manager who must enter remedial action taken. All records of plant repair and maintenance will be kept for a minimum of two years. Use a V or X followed by your initials or numeric readings where applicable.

Plant	Task detail	Mon	Tue	Wed	Thu	Fri
<b>Bin Tipper.</b>	Check hydraulic hoses any damages or leaks.					
	Check PLC for correct operations & check any traces and any abnormalities.					
	Lubricate all bearings.					
	Check and operate emergency stops.					
<b>Boiler</b>	Inspect area for leaks.					
	Blow-down of boiler water level glasses 1 & 2					
	Manual blow-down of boiler (min 10 seconds)					
	Check and record boiler TDS					
	Check & record gauge pressure					
	Boiler fuel tanks, check for leaks & store locked					
	Check boiler burner & pump operation					
<b>Test boiler safety:</b>	1 Turn off feed pump					
	Low water alarm rings					
	Burner stops					
	Low water light lit					
	2 Slowly open blow-down valve					
	Extra low water alarm rings					
	Burner goes to lock-out					
	Extra low light is lit					
	3 Close blow-down valve					
	4 Start feed pump. Re set extra low alarm					
<b>Plant Manager to initial here to Confirm completion</b>	Low alarm auto resets					
	Burner restarts					
	Boiler high water test passed					
	<b>Date</b>	<b>NB If NO to any of the above, shut down immediately and rectify fault</b>				
<b>Water Treatment, Hotwell &amp; Blowdown Vessel</b>	Record Hot-well water level daily and softness on Friday					
	Record Hot-well water temperature					
	Check function of water treatment system and water softness daily					
	<b>Boiler Chemicals</b>	Treatment tank check/top up with chemicals if required				
Brine tank check/top up with salt if required						
Salt tablets, number of bags in stock						
Sodium Bisulphite, number of drums in stock						
Sulphite test reading (acceptable range 100 - 200)						
<b>Heat Exchanger Cooling System</b>	Check pipe-work for leaks					
	Check Fan operation					
	Check Primary pump 1 & 2 operation					
	Check Secondary Pump 1 & 2 operation					
<b>Ash scope system.</b>	Check hydraulic pipes for leaks.					
	Check condition of lifting rope & rollers					
	Check condition of Bucket scope.					

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	Check air control valves.					
	Check conditions of mini skips.					
	Grease all bearings.					
	Clean & blast water pit hourly.					
	Clean area around mini skip location.					
<b>Bin Tipper</b>	Check Hydraulic rams & pipework for leaks					
	Check condition of tipper bolts & pivot pins					
	Grease all bearings					
	Wash and disinfect unit and installation floor					
<b>Bin Washer</b>	Check operation of washer & pumps					
	Check & record cleaning chemical level					
	Check system for leaks					
<b>Air Compressor</b>	Drain air receiver					
	Check function of compressor					
<b>Site General</b>	Waste storage bin lids secure					
	Weather conditions (Dry, Wet, Windy, Frosty)					
	Drainage system clear & pumps working					
	Odour check intensity (See E007.11.1) Scale: 0-5					
	Site signage, security fencing & gates in good order					
	Floors, steps, gantries and exits (including fire exits) clear					
	Check Ladders (See H007)					
	Remove litter or weeds on site					
	Evidence of pests					
	Spill Kits and drain mats complete & in place					
	PPE being worn					
	Fire alarm bell test. Record call point ID					
	Number of complaints received					
	Check site for containers on top of bins or the floor					
	Check/clean weighbridge stations					
Check for litter around the building						
Check all bunded areas are free from spills						

Meter Readings (Start of week)					
Plant Electricity R1	kWh		Boiler Fuel Oil	litres	
Plant Electricity R2	kWh		Gas	m <sup>3</sup>	

Rectifications made (use reverse of sheet if necessary)

Rectifications checked and this record filed by.....(Plant Manager) Date:.....