

Boiler feed and condensate unit quarterly maintenance checklist

A quarterly condensate unit round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. Work is commonly verified against manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The boiler or mechanical tech on the quarterly boiler-room round while the heating system is under load. When: Every quarter through the heating season, walked with the boiler so a flooding receiver or a makeup valve stuck open is caught before it carries over into the boiler or dumps water to the floor.

Receiver and level

- ☐ **Receiver water level and float switch operating**
Water level in the receiver sitting in the normal band on the gauge glass, float switch or level control starting and stopping the pump at the right points, no continuous overflow at the vent or overflow connection. 2 photos required
- ☐ **Makeup water valve feeding only on demand**
Float-operated makeup valve holding closed at normal level and opening only as level drops, not feeding continuously, no city water running steadily into the receiver. 1 photo required

Pumps and check valves

- ☐ **Pump seal and connections dry**
Mechanical seal essentially dry, no product tracking down the shaft, flanges and piping connections free of weeping, no rust trail or puddle under the unit. 2 photos required
- ☐ **Pump running quiet and check valve holding**
Feed pump running without cavitation or unusual noise when it stages, discharge check valve holding so the boiler does not backfeed the receiver and the pump does not spin backward on stop. 1 photo required

Strainer, controls and alarm

- ☐ **Strainer and controls checked**
Strainer ahead of the pump not loaded, controls in auto rather than left in hand from a past call, pump cycling with the boiler's demand as intended. 1 photo required
- ☐ **Low-water and alarm devices present and set**
Low-level cutout and any alarm or pump-fault annunciation in place and not bypassed, no standing alarm on the panel. 1 photo required