

Loss Control *NOTES*

Boiler and Machinery Maintenance and Operations

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Recommendation:

To prepare for winter's stress on boiler and machinery equipment, districts should have a clearly written boiler and machinery program. The information in this program should be clear and easily followed by the individuals responsible for boiler maintenance.

It is imperative that the manufacturer's recommendations be accessible and complied with for regular maintenance and safety device testing. This action will help ensure that all equipment and machinery is operating efficiently and safely. Your school's loss control program could make the difference between completing a school day and having to cancel school.

Good record keeping can help avoid a boiler emergency. A review of log sheets and other records for mechanical equipment, including boilers and pressure vessels, can identify operations and maintenance problems before they become serious.

The boiler and machinery program should be maintained in a three ring binder and include:

- Names of individuals responsible for maintaining boilers, pressure vessels and other plant equipment;
- Scope and frequency of required procedures.
- Maintenance of log sheets and records of service, maintenance and testing
- Identification of equipment that is critical to operations

- Names, addresses, and phone numbers of equipment distributors and manufacturers
- Names, addresses, and phone numbers of boiler repair or equipment rental firms
- Date and results of the last boiler inspection from the State of Alaska or your insurance company
- Name, address and phone number of your insurance company property claims person
- Name of the district person responsible for keeping the boiler and machinery program current and effective

Loss Control NOTES is published by Alaska Public Entity Insurance to provide some management guidelines for your organization's risk management program. The information provided is advisory only.

For additional information, contact Mike Lary (mlary@akpei.com) at Alaska Public Entity Insurance.