

"*Back Pressure Valves* on heating systems to be set to keep closed when low pressure gauge shows greatest pressure allowed on system, and to open at 1 lb. higher pressure. These valves to be examined at frequent intervals and see that same operate easily.

"*Oil Separators and Steam Separators* must be cleaned out at frequent intervals and drip piping from same kept free from grit or dirt of any kind. A water seal must be installed on drip from oil separators of sufficient height to overcome back pressure carried on exhaust line (*i.e.*, to allow water and oil only to escape).

"Gauge glasses and connections on steam separators must be kept clean and free from dirt of any kind. All valves on drip connections from steam separators must be kept in good repair.

"*Steam Traps* must be examined at frequent intervals and cleaned out and repaired if necessary.

"Where by-pass connections are made around steam traps care must be taken that all cutout valves are perfectly clean and water tight, so that same may not affect proper working of traps.

"*Thermostatic Valves.*—Where these valves are in use on heating system or hot water supply tanks, care must be taken that they are kept free from dirt, grit, etc., extreme care being taken in the adjustment of all these valves, it being the particular work of the engineer of plant, who thoroughly understands the operation of same.

"*Automatic Air Valves* on any radiators or coils must be examined and cleaned out at beginning of winter season, and put in proper shape for use. If same are piped up to a vacuum board, as in case of Paul system, piping must be blown out with compressed air at least once per year.

"*Valves.*—All valves must be kept in repair and given thorough internal examination at least once per year.

"Any new valves to be ordered of sizes above 2½ in. for high and low pressure steam, water, or main air service pipes must be Chapman, or equivalent, gate valves, bonneted, with rising spindle where spacing will allow. Valves of sizes under 2 in. must be of the solid disc or 'Victor' globe type. All valves must be installed with spindle in vertical position. All new valves required for water hose connection must be of P. & C., or equivalent, best manufacture.

"*General.*—All joints and unions must be steam tight. All sags in alignment of piping must be removed, and if hangers are broken, pipes must be held in line until new hangers can be applied.