



<b>Hazards</b>	
<b>Tools/Equipment</b>	insulating tape, new gauge glass kit, adjustable wrench
<b>Employee Group(s)</b>	Facilities Management – Central Heating Plant

**Required PPE:**



Safety Shoes



Eye Protection



Ear Protection



Gloves

**SAFE WORK PRACTICES**

- Do not perform the procedure or operate the equipment until you have been appropriately trained and authorized to do so by your supervisor.
- Inspect required personal protective equipment (PPE) and replace if required.

**PROCEDURE**

1. Close “chain” operated top and bottom gauge glass isolating valves.
2. Close water column top and bottom isolating valves.
3. Open water column vent and gauge glass drain.
4. Remove four guard rods and pull protective cover out.
5. Remove insulating tape from around top and bottom packing nuts.
6. Lift and pull gauge glass out of assembly.
7. Remove packing nut and Teflon washers from old gauge glass.
8. Clean any debris from packing nuts and gauge glass fitting.
9. Install packing nuts and two-piece Teflon washer in same order onto both ends of new gauge glass. Push them about 1” up the glass.
10. Replace metal “O” ring in bottom fitting if required.
11. Insert top of glass into top gauge fitting and then move the bottom end into place.
12. Allow glass to bottom out in bottom fitting and then raise it to approximately centre it in the assembly.
13. Install Teflon tape on fittings and move top and bottom fittings into place.
14. Hand tighten both packing nuts and then tighten one-half more by wrench.
15. Wrap top and bottom fittings with insulating tape and re-install protective guard.
16. Close vent and crack open top isolating valve and chain operated valve – warm up glass through drain. When glass is warmed up, close drain and slowly open steam and water isolating valves.

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*NOTE: All PPE, tools and equipment shall be used in accordance with provincial OH&S legislation, manufacturer’s specifications, applicable standards and codes of practice.*