

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**RADIANT BASEBOARDS/CONVECTORS (STEAM, HOT WATER, OR ELECTRIC)**

**SITE AND BLDG #:** Gaithersburg MD013

**MECHANIC SIGNATURE:** 

**DATE:** 3/9/21

**LOCATION/RM #:** interior WO# 13713 ASSET # 1992-1996

**START TIME:** 1:25

**FINISH TIME:** 3:15

**rooms**

| CHECK POINT                                |                                                                                                                                                                | CHECKPOINT DESCRIPTION | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)            |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------|----|------------------------------------------------------------------------------------|
|                                            |                                                                                                                                                                |                        | YES           | NO |                                                                                    |
| SPECIAL INSTRUCTIONS                       |                                                                                                                                                                |                        |               |    |                                                                                    |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |                                                                                                                                                                |                        |               |    |                                                                                    |
| 1                                          | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.    | ✓                      |               |    |                                                                                    |
| 1                                          | Check radiator valve for free turning and seating. Check packing.                                                                                              | ✓                      |               |    |                                                                                    |
| 2                                          | Remove covers or wall panels. Note: Extreme care must be taken when removing marble or granite wall panels. These panels are extremely heavy and very fragile. | ✓                      |               |    |  |
| 3                                          | Check housing, braces, supports, hangers, and hardware for signs of deterioration or damage.                                                                   | ✓                      |               |    |                                                                                    |
| 4                                          | Check temperature or flow controls, shutoff valves, vents and traps for proper operation.                                                                      | ✓                      |               |    |                                                                                    |
| 5                                          | If radiator has automatic temperature regulating valve, remove valve cover and remove dirt by vacuuming.                                                       | ✓                      |               |    |                                                                                    |
| 6                                          | For hot water radiators, check air bleed valve.                                                                                                                | ✓                      |               |    |                                                                                    |
| 7                                          | Report any rust issues and open a CM ticket                                                                                                                    | ✓                      |               |    |                                                                                    |
| 8                                          | Check coils, piping, and fin material for damage, leaks or looseness. Straighten finned material as necessary.                                                 | ✓                      |               |    |                                                                                    |
| 9                                          | Vacuum out finned tube area and interior housing.                                                                                                              | ✓                      |               |    |                                                                                    |
| 10                                         | Clean and replace covers or wall panels and caulk wall panels as required. Clean work area.                                                                    | ✓                      |               |    |                                                                                    |

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**