

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

SITE AND BLDG #: Gaithersburg MD013

MECHANIC SIGNATURE: 

DATE: 6/2/21

LOCATION/RM #: interior WO# 14265 ASSET # 1992-1996

START TIME: 9:30

FINISH TIME: 11:20

rooms

CHECK POINT		CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
			YES	NO	
SPECIAL INSTRUCTIONS					
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.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE					
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: