

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

**SITE AND BLDG #:** Gaithersburg MD013

**MECHANIC  
SIGNATURE:**

*[Handwritten Signature]*

**DATE:** 12/2/21

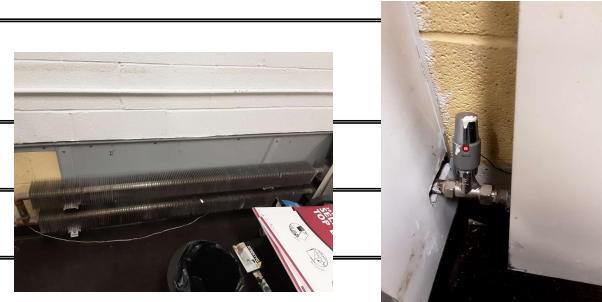
**LOCATION/RM #:** interior **WO#** 15573

**ASSET #** 1992-1996

**START TIME:** 8:30

**FINISH TIME:** 11:20

**rooms**

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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:**