

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
BOILER - ELECTRIC, GAS, OIL

SITE AND BLDG #: Schenectady 060

LOCATION/RM #: boiler room

WO#

ASSET #

MECHANIC SIGNATURE: 

DATE: 9/21/2021 9/24/2021

START TIME: 0800

FINISH TIME: 1100

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                                                                                                                 | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----|-------------------------------------------------------------------------|
|                                            |                                                                                                                                                                                                                                                                        | YES           | NO |                                                                         |
| SPECIAL INSTRUCTIONS                       |                                                                                                                                                                                                                                                                        |               |    |                                                                         |
| 1                                          | In addition to the procedure(s) outlined in this standard, the equipment manufacturer’s recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.                                                                                       | ✓             |    |                                                                         |
| 2                                          | Verify that the annual inspections for the boiler have been satisfactorily performed.                                                                                                                                                                                  | ✓             |    |                                                                         |
| 3                                          | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Wear appropriate respirator, goggles, and gloves while in contact with hazardous materials.                | ✓             |    |                                                                         |
| 4                                          | All automatically and manually operated control devices provided for controlling operation and safety of the vessel, steam or water pressure, hot water temperature, combustion, and boiler water level shall be inspected under operating conditions.                 | ✓             |    |                                                                         |
| 5                                          | All associated valves and piping, pressure and temperature indicating devices, metering and recording devices, and all boiler auxiliaries shall be inspected under operating conditions.                                                                               | ✓             |    |                                                                         |
| 6                                          | Prepare boiler for internal inspection in the following manner:                                                                                                                                                                                                        | ✓             |    |                                                                         |
| 7                                          | Fuel supply and ignition system shall be locked out.                                                                                                                                                                                                                   | ✓             |    |                                                                         |
| 8                                          | Water shall be drawn off and water side thoroughly washed out.                                                                                                                                                                                                         | ✓             |    |                                                                         |
| 9                                          | Manhole and handhole plates, washout plugs, and inspection plugs in water column connections shall be removed.                                                                                                                                                         | ✓             |    |                                                                         |
| 10                                         | The boiler shall be cooled and thoroughly cleaned.                                                                                                                                                                                                                     | ✓             |    |                                                                         |
| 11                                         | All grates of internally fired boilers shall be removed.                                                                                                                                                                                                               | ✓             |    |                                                                         |
| 12                                         | Pressure gage(s) shall be removed and tested.                                                                                                                                                                                                                          | ✓             |    |                                                                         |
| 13                                         | Any leakage of steam or hot water into the boiler shall be prevented by disconnecting the pipe or valve at the most convenient point.                                                                                                                                  | ✓             |    |                                                                         |
| 14                                         | Before opening the manhole and entering any part of the boiler, The required steam or water system stop valves must be closed, tagged, and padlocked. All drain valves or cocks located between the two valves shall be opened.                                        | ✓             |    |                                                                         |
| 15                                         | Inspector will not enter boiler until satisfied that necessary safety precautions and pre inspection preparations have been made.                                                                                                                                      | ✓             |    |                                                                         |
| 16                                         | If a boiler has not been properly prepared for an internal inspection, the inspector should decline to make the inspection.                                                                                                                                            | ✓             |    |                                                                         |
| 17                                         | If materials to be worked on are known or suspected to contain asbestos, check the building's asbestos management plan to see if they have been                                                                                                                        | ✓             |    |                                                                         |
| 18                                         | Account for all tools, materials, and equipment before closing boiler.                                                                                                                                                                                                 |               |    |                                                                         |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |                                                                                                                                                                                                                                                                        |               |    |                                                                         |
| 1                                          | Check boiler room for ventilation in accordance with the American Gas Association (AGA) burner requirements.                                                                                                                                                           | ✓             |    |                                                                         |
| 2                                          | Check operation of all gas controls and valves including: manual gas shutoff; petal gas regulator; safety shutoff valve (solenoid); automatic gas valve; petal solenoid valve; butterfly gas valve, motor, and linkage to air louver; safety petal solenoid (if used.) | ✓             |    |                                                                         |
| 3                                          | Check flue connections for tight joints and minimum resistance to air flow. (combustion chamber, flues, breaching, and chimney are clear before firing.)                                                                                                               | ✓             |    |                                                                         |
| 4                                          | Draft regulators require slightly negative pressure in the combustion chamber at maximum input.                                                                                                                                                                        | ✓             |    |                                                                         |
| 5                                          | On forced draft burners, gas manifold pressure requirements should correspond with modulating (butterfly) valve in full open position and stable at all other firing rates.                                                                                            | ✓             |    |                                                                         |
| 6                                          | Check burner for flashback and tight shutoff of fuel.                                                                                                                                                                                                                  | ✓             |    |                                                                         |
| 7                                          | Check operation of automatic controls and combustion flame safeguards. Clean and adjust, if necessary.                                                                                                                                                                 | ✓             |    |                                                                         |
| 8                                          | Replace fusible plugs, if applicable.                                                                                                                                                                                                                                  | ✓             |    |                                                                         |
| 9                                          | Operation and adjustments should conform with manufacturer's instructions.                                                                                                                                                                                             | ✓             |    |                                                                         |

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 discription of the deficiency.

To be performed by: HVAC Technician

Additional Notes: