

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

SITE AND BLDG #: _____	MECHANIC SIGNATURE: _____	
LOCATION/RM #: _____	DATE: _____	
WO# _____	ASSET # _____	START TIME: _____
FINISH TIME: _____		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (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	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	Wire brush and treat with rust inhibitor all rusted areas.			
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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: