

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

SITE AND BLDG #: **Gaithersburg MD013** MECHANIC SIGNATURE:  DATE: **1/5/21**

LOCATION/RM #: **interior WO# 13229** ASSET # **1992-1996** START TIME: **8:40** FINISH TIME: **10:30**
rooms

FOOTNOTES					NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE			
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 **these are PM's for the**
Additional Notes: **month of December.**