

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**BOILER - ELECTRIC, GAS, OIL**

**SITE AND BLDG #:** NY058-104

**MECHANIC  
SIGNATURE:** *Dern Rose*

**DATE:** 2/15/23

**LOCATION/RM #:** Boiler Room

**START TIME:** 8Am

**FINISH TIME:** 10Am

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	20660	10271	PM-AN-10271	Slant/Fin	TR-70WU	1203298	J-19 1-pc Boiler Rm 149	
NY058-104	20661	10272	PM-AN-10272	Slant/Fin	TR-70WU	1204157	J-19 1-pc Boiler Rm 149	
NY058-104	20662	10273	PM-AN-10273	Slant/Fin	TR-70C	T0003354	J-19 1-pc Boiler Rm 149	
NY058-104	20663	10274	PM-AN-10274	Slant/Fin	TR-70C	T0003355	J-19 1-pc Boiler Rm 149	
NY058-104	20664	10275	PM-AN-10275	Slant/Fin	TR-70C	T0003356	J-19 1-pc Boiler Rm 149	
NY058-104	20960	10264	PM-SA-10264	Omnitec	OEL8000IIP	EL112899B	J-16 1-pc Boiler Control Panel tank monitoring	

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	Verify that the annual inspections for the boiler have been satisfactorily performed.	✓	/		

3	Follow lock out/tag out procedures always. 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Prepare boiler for internal inspection in the following manner:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Fuel supply and ignition system shall be locked out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	Water shall be drawn off and water side thoroughly washed out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9	Manhole and handhole plates, washout plugs, and inspection plugs in water column connections shall be removed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10	The boiler shall be cooled and thoroughly cleaned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11	All grates of internally fired boilers shall be removed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12	Pressure gages shall be removed and tested.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
15	Inspector will not enter boiler until satisfied that necessary safety precautions and pre-inspection preparations have been made.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
16	If a boiler has not been properly prepared for an internal inspection, the inspector should decline to make the inspection.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
18	Account for all tools, materials, and equipment before closing boiler.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check boiler room for ventilation in accordance with the American Gas Association (AGA) burner requirements.	<i>N</i>	<i>A</i>	

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.)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Check flue connections for tight joints and minimum resistance to air flow. (combustion chamber, flues, breaching, and chimney are clear before firing.)	<input checked="" type="checkbox"/>		
4	Draft regulators require slightly negative pressure in the combustion chamber at maximum input.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
6	Check burner for flashback and tight shutoff of fuel.	<input checked="" type="checkbox"/>		
7	Check operation of automatic controls and combustion flame safeguards. Clean and adjust, if necessary.	<input checked="" type="checkbox"/>		
8	Replace fusible plugs, if applicable.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
9	Operation and adjustments should conform with manufacturer's instructions.	<input checked="" type="checkbox"/>		

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: HVAC Technician **Additional Notes:**