

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

<b>SITE AND BLDG #:</b> NY 065 bld#1		<b>MECHANIC SIGNATURE:</b> Bill Davis	<b>DATE:</b> 1/4/23	
<b>LOCATION/RM #:</b> WO# 11680 <b>ASSET #</b> 4628		<b>START TIME:</b>	<b>FINISH TIME:</b>	
<b>CHECK POINT</b>	<b>CHECKPOINT DESCRIPTION</b>	<b>TASK COMPLETE</b>		<b>NOTES/ ACTIONS</b> (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.	•		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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:**