CMI Management Inc.

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

SITE AND BLDG #: NY067 BLDG1

LOCATION/RM #: BLDG1 **WO#** 20031 **ASSET #** 10556

MECHANIC SIGNATURE:

DATE: 1/10/22

START TIME: 10am **FINISH TIME:** 10:30am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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 tcket	✓		
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 perfomed by: General Maintenance Worker

Additional Notes: