

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

SITE AND BLDG #: VA039

MECHANIC  
SIGNATURE: 

DATE: 17-JUL-2025

LOCATION/RM #: 128 utility WO# 19441

ASSET # 9085

START TIME: 10AM

FINISH TIME: 11AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (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:**

Baseboard heater in utility room is operating well with no issues reported.  
 -AS

