

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

MECHANIC

SIGNATURE: 


DATE: 17-JUL-2025

SITE AND BLDG #: VA039

LOCATION/RM #: Drill Hall WO# 19441 ASSET # 9087

START TIME: 12PM

FINISH TIME: 1PM

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) | |
|-------------------------|--|---------------|----|--|--|
| | | YES | NO | | |
| SPECIAL INSTR | | | | | |
| 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 | | | | | |
| 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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

PM complete on baseboard heater. No issues reported operating at peak performance.
-AS