

CABINET UNIT HEATER

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

SITE AND BLDG #: NY024-358MECHANIC SIGNATURE: Philawer DATE: 3/13/2019LOCATION/RM #: WO# 2716 ASSET # 9276START TIME: FINISH TIME: 

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO FURTHER EXPLANATION)
		YES	NO	
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.	<i>Y</i>		
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	<i>Y</i>		
	<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>			
1	Check radiator valve for free turning and seating. Check packing.	<i>Y</i>		<i>CLEAR COBBLER UNIT</i>
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.	<i>Y</i>		
3	Check housing, braces, supports, hangers, and hardware for signs of deterioration or damage.	<i>Y</i>		
4	Check temperature or flow controls, shutoff valves, vents and traps for proper operation.	<i>Y</i>		<i>REPLACE FAN &amp; MOTOR</i>
5	If radiator has automatic temperature regulating valve, remove valve cover and remove dirt by vacuuming.	<i>Y</i>		
6	For hot water radiators, check air bleed valve.	<i>Y</i>		
7	Wire brush and treat with rust inhibitor all rusted areas.	<i>Y</i>		
8	Check coils, piping, and fin material for damage, leaks or looseness.	<i>Y</i>		
9	Straighten finned material as necessary.	<i>Y</i>		
10	Vacuum out finned tube area and interior housing.	<i>Y</i>		
	Clean and replace covers or wall panels and caulk wall panels as required.	<i>Y</i>		
	Clean work area.	<i>Y</i>		

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: