

**Fiscal Year 2020
Boiler Program Announcement
Office of Risk Management**

Dear Pastors, PLD's, Principals, Business Managers and Facility Staff:

With the Labor Day Weekend upon us, it is time to start thinking about the heating season. With the coming colder weather right around the corner, it is time to schedule your annual boiler maintenance inspection. As a reminder, the annual boiler maintenance program is designed to encourage each location that operates pressurized vessels, such as boilers, to conduct a detailed maintenance inspection.

In order to participate, a location needs to first contact a licensed and insured mechanical contractor to complete the **applicable tasks** for each unit on your campus as set forth in the attached checklist. After they have completed the inspection and corrected all identified issues, the **contractor** is then to complete the attached worksheet **for each unit inspected**. **Keep in mind that a completed checklist is required for each separate unit.** In addition, in order for the inspected unit to be included in the program, you must have the contractor complete any needed work that is identified during the course of the inspection

You are strongly encouraged to request that the contractor complete the form and return it to your location for submission to this Office as noted on the form. Over the past several years, a number of locations relied on their contractor to submit the forms and unfortunately there were a number of times when the forms were not completed and/or submitted by the contractor.

You may use the contractor of your choice so long as they are properly licensed and insured. If you currently do not have a contractor, you may want to consider using one of the contractors on the attached listing.

By participating in this program, you will receive the benefit of no deductible in the event your location sustains a **covered loss** on a unit that has undergone the annual maintenance checklist. For locations that elect not to conduct the maintenance checklist, should you sustain a cover loss, the loss is subject to a **\$10,000 deductible**. Other benefits are increased efficiency from the unit, a longer life for your units, and a likely reduction in the likelihood of an interruption of your heating plant during the winter months.

Preventative maintenance should be performed by your boiler service company at least two weeks prior to the start of the heating season. The "heating season" is defined as the time you find it is necessary to turn on the boiler for the heating of your facility. The reasoning behind this is that if a repair is necessary or parts need to be ordered for your boiler it leaves ample time for the repair to take place without any interruption in the heating of your facility. All checklists must be completed and submitted within **10 days of having your inspections completed**. If your location sustains a covered loss and we have no record at the time of the loss of your inspections, the unit will be considered non-compliant and therefore the \$10,000 deductible will be assessed.

Lastly, this program is separate from the biennial safety inspections required by the State of Maryland. Those inspections are performed for your location by our Boiler and Machinery carrier, Chubb Insurance. So remember completion of the annual boiler inspection checklist is separate and apart from the Stated mandated biennial boiler safety inspection. **In closing please be sure to submit the completed forms as directed on the form itself.**

If you have questions, please contact James Dimmer at James.Dimmer@archbalt.org.

Office of Risk Management
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