

Decommissioning of Boilers

Decommissioning is the process of permanently making a boiler not able to be used or started by any means. The old unit is still on premise, but it has been disconnected from all fuel sources, power sources and all water/steam lines have been disconnected and secured.

When to decommission:

Usually, a new boiler is placed in the existing location of the nonfunctioning boiler, the old boiler is completely removed from the facility (No Decommissioning is necessary). However, there are times when the old boiler is not able to be removed from the site for various reasons or when a completely different heating system type will be installed (and the old boiler is still left on site). This is when the decommissioning process comes into play.

How to Decommission a Boiler Properly:

The process is straight forward and usually not too complex. But it does have to be accomplished in a certain order and in a timely manner.

1. Please notify the Office of Risk Management when you have deemed it necessary to decommission a boiler at your facility. Please have the following pertinent information about the boiler being decommissioned at your facility when you place the call.
 - The Maryland Registration Number of the boiler
 - Manufacturer of the boiler
 - The Year the boiler was made
 - Location of the boiler

2. Contact your boiler service provider to decommission the boiler. Please be sure to pass along the following information to your boiler company to be sure the decommission process is completed as per our insurance requirements.
 - All power (electric) is disconnected, and secured from the boiler.
 - All fuel sources (oil/gas) supplied to the burner are disconnected (removed/capped/plugged/closed). If dual fuel, both fuel sources must be disconnected and secured.
 - All water (supply and return)/steam connections are disconnected (removed/capped/plugged/blank flanged/closed) including system piping if another boiler is in operation.
 - Makeup/feeder (city/county water inlet side) or any other means where water/steam could enter or escape must be disconnected (removed/capped/plugged/blank flanged/closed).

3. Contact the Chubb inspector for your region/location. After the above work is completed by your boiler service provider, you will need to contact the Chubb inspector to set up an inspection date for the boiler to confirm all of the work has been completed in its entirety. Contact information for the Chubb inspector will be supplied by the Office of Risk Management.
4. Finally, contact the Office of Risk Management to confirm the work was completed. Email/Send/Fax any documentation that is related to the decommissioning of the boiler to the Office of Risk Management. At this time, the boiler will be removed from the schedule of insured vessels.