

**ARCHDIOCESE OF BALTIMORE
STANDARD PREVENTATIVE MAINTENANCE PROGRAM
FY 2024**

Enter Name of Location: _____ AOB's Location's ID number: _____

Name of building where this boiler is located: _____

Maintenance Task	Status		Non-applicable	Comments/ Action Items
	Completed	Not Completed		
1. Remove the external boiler jacket and conduct an external inspection of the boiler for any "leaks" between the cast iron sections, nipples and fire/water tubes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Check, clean and disassemble the low water cut-off and make-up water feed devises. <ul style="list-style-type: none"> • Disassemble and clean the external low water cutoff and feeding devices. • Remove the inspection plugs/caps on the lower connecting piping to the boiler to check for scale or obstruction(s). • Remove and clean the electric probe type low water cutoff. • These safety devises should be checked for proper operation at least once a week when the boiler is in service when "blowing down the boiler". 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Check fuel lines & connections for any leaks or damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Confirm that the make-up water service is TEMPERED through the receiver and/or return piping and any make-up water is NOT piped directly into the boiler.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Inspect, clean and adjust the burner assemble to give maximum efficiency for the boiler.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Inspect & clean the boiler's heating combustion chamber and look for any leakage, corrosion, bulging conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**ARCHDIOCESE OF BALTIMORE
STANDARD PREVENTATIVE MAINTENANCE PROGRAM
FY 2024**

7. Externally inspect the boiler's breeching and chimney for any debris, soot build up or any possible damage to the liner or obstruction in the flue. IF cleaning of the breeching & chimney is suggested this would be done at an additional approved expense.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Test the safety/relief valve for proper operation. Insure that the discharge from this safety relief valve is piped downward to the floor level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Engaged a qualified independent water treatment firm to test the quality & condition of the boiler water and water make supply. <ul style="list-style-type: none"> • The contractor should make any recommendation on water treatment required. • It is noted that those AOB location that are serviced by a municipal water system are NOT REQUIRED to be tested but it is STRONGLY suggested. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Clean & flush the waterside of the boiler of mud and scale buildup.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Clean & flush the condensate /receiver tank of mud and scale buildup.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Inspect all pressure & temperature control and gauges for proper operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Clean and or replace the boiler's water sight glass. Ensure that the water level is at or above the minimum required water level for the boiler.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Inspect all piping in the boiler room for any leaks, corrosion and is properly supported.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**ARCHDIOCESE OF BALTIMORE
STANDARD PREVENTATIVE MAINTENANCE PROGRAM
FY 2024**

15. Inspect all heating & condensate return lines for missing or damaged insulation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Inspect, clean & adjust any combustion air fans and combustion air dampers for proper operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Inspect and lubricate all circulation & condensate return pumps as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Test Emergency Boiler switch for proper operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Place the boiler in operation and run through a minimum of two complete cycles to ensure all of the boiler equipment is working properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Perform two-(2) combustion analysis on the boiler and provide a written copy of the findings to the Owner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Clean up around the boiler area and remove any trash & debris that are a direct result of your work performed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Fill out your firm's PM hangtag and report any deficiencies or recommendations to the Owner in writing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Other Comments or recommendations: _____

**ARCHDIOCESE OF BALTIMORE
STANDARD PREVENTATIVE MAINTENANCE PROGRAM
FY 2024**

Unit Information:

Type:	_____	Year:	_____
Model:	_____	Certificate Number:	_____
Max PSI:	_____	Certificate Expiration:	_____
Serial Number:	_____	Fuel Source:	_____
MD Registration Number:	_____		

Name of Contractor: _____

Service Representative's Signature: _____

Date Completed: _____

PLEASE COMPLETE A SEPARATE FORM FOR EACH UNIT/BOILER

Forward completed form(s) (on each boiler) to:

Archdiocese of Baltimore
Office of Risk Management
Attention Jim Dimmer
320 Cathedral Street
Baltimore MD 21201
Fax: 410-410-547-3153
Email: riskmanagement@archbalt.org

This boiler PM is developed for use with both steam and hot water boilers. As such, some of the devices noted in the above items do not apply to both unit types. In circumstances where the unit is not equipped with the device please note as N/A.