



ARCHDIOCESE OF BALTIMORE

DEPARTMENT OF MANAGEMENT SERVICES
OFFICE OF RISK MANAGEMENT

MEMORANDUM

TO: Principals, Directors of Operations, Business Managers and Facility Managers

FROM: Tom Alban, Sr Director of Risk Management

DATE: 9/3/2026

SUBJECT: **Category 1 Projects – Boilers and Underground Fuel Tanks**

This is a reminder that any project involving the initial installation, removal, or replacement of a boiler or underground fuel tank is classified as a Category 1 Project.

In accordance with the Facilities and Real Estate Departmental Policy, all projects classified as Category 1 require prior approval from the Archbishop, regardless of the cost of the project, before any work may proceed. [101 Capital Project Categories | Archdiocese of Baltimore Policies](#)

To assist locations with this process, a template letter is available for use when requesting authorization to undertake a project involving boiler-related work. All requests should be submitted to the attention of the Archbishop, with a copy provided to Nolan McCoy, Director of Facilities and Real Estate. nmccoy@archbalt.org

Once the project has received the required approval, a project manager will be assigned to assist the location throughout the project. The project manager can help coordinate the various requirements associated with the project, including ensuring that the boiler is thoroughly inspected, registered, and licensed with the State of Maryland Department of Labor and Licensing.

Locations should not proceed with a Category 1 boiler or underground fuel tank project until the required approval has been obtained.

Questions regarding boiler installations, removals, replacements, or related project requirements may be directed to riskmanagement@archbalt.org. Your inquiry will be addressed promptly.

Attachment: Template Boiler Project Request Letter

Template Boiler Project Request Letter

(Date Here)

Most Rev. William E. Lori
Archbishop of Baltimore
320 Cathedral Street Baltimore, MD 21201

Dear Archbishop Lori:

It has been determined that the **boiler/boilers** located in _ **[Location on Campus]** _at _ **[Name of Location]** _ have reached the end of their useful life. Due to numerous problems with the **unit/units**, it has been determined that replacement is necessary to ensure the continued reliability and safety of the heating system.

Our location has worked with **James Dimmer, Office of Risk Management**, who has reviewed the condition of the **boiler unit/units** and determined that the best course of action is to proceed with replacement.

The preliminary budgetary estimate for the project is \$_____.

Because of the importance of maintaining a reliable heating system, we are seeking permission to move forward with this project promptly and, where possible, avoid any disruption to the heating of our facilities.

The location intends to fund this project as follows:

With this letter, I respectfully request permission to proceed with the proposed **boiler replacement project**. We understand that, upon approval, the project will be coordinated in accordance with the Archdiocese of Baltimore's Facilities and Real Estate requirements and that a project manager may be assigned to assist with the project.

Thank you for your consideration of this request. As always, I remain,

Yours in the Lord,

Signature

Cc: Facilities Department