BOILER PREVENTATIVE MAINTENANCE

Violations/Citations/Appeals Process/Fall Preparation

PREVENTATIVE MAINTENANCE PROGRAM



This is an ***internal program*** ran by the AOB and is an annual program. The objective of the program is to have parish and schools provide documentation via the ***maintenance checklist*** that your location is having licensed vendors coming in to complete the maintenance on each unit. Participation in this program is ***optional*** but the incentive to participate is the reduction of the deductible to $0 verses **50% of the replacement cost**.



This program is different that the State Mandated inspection

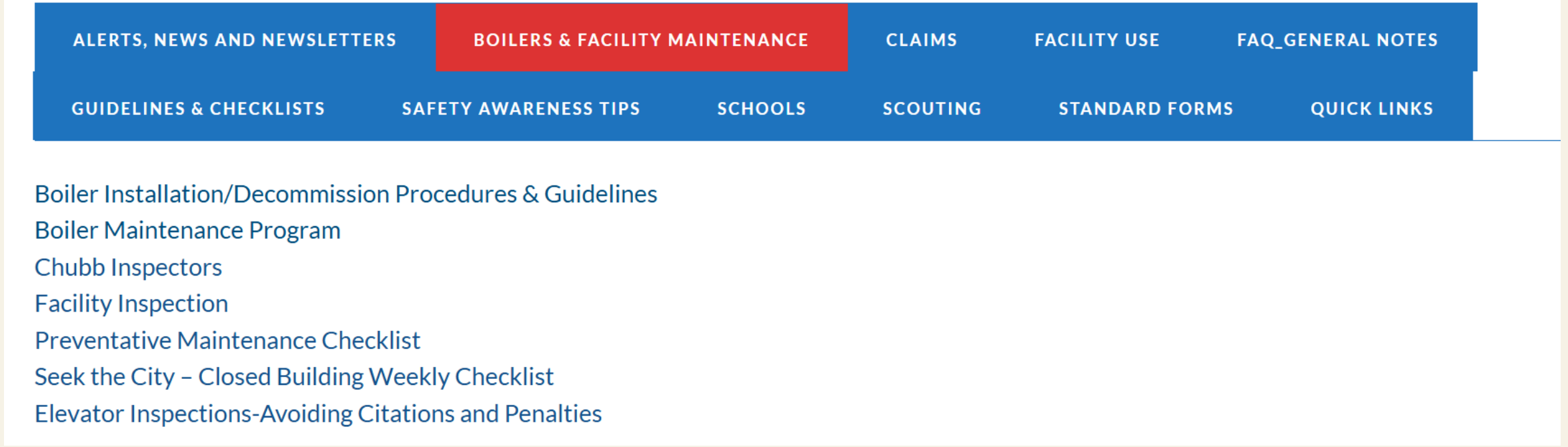
STATE MANDATED BOILER SAFETY PROGRAM-

State Mandated Boiler Safety Program- This is a program mandated by the State and the inspections are conducted by ***Chubb*** Insurance our Boiler and Machinery carrier. The inspections are every other year inspection and are focused on the operations of the safety measures on a unit such as the low water cut off and such. ***This is not an optional program***. It is mandated by the State. Failure to maintain current certificates through the Department of Labor and Licensing can result in the State forcing a location to shut down the boiler till it is deemed safe.

WHY DO PREVENTATIVE MAINTENANCE



- Optimum operating efficiency and safety; and ensure long-term reliability.
- Peace of mind the strain of continuous operation reduces chance of failure when you need it most.
- Less expense to repair a small issue with maintenance.
- Undiscovered problems could compromise the integrity of the entire unit.
- No Heat, loss of income suspends parish or school operations.



PREVENTATIVE MAINTENANCE SHEETS

You can always download the sheets from here:

[Risk Management Office - Archdiocese of Baltimore]

DEADLINE FOR PARTICIPATION

Please note that if your location is participating in the program for FY27, all boiler preventative maintenance forms must be received by November 30th.



BOILER VIOLATIONS

The State of Maryland has the responsibility to ensure the safe operation, maintenance, repair

Of pressure vessels (Boilers).

VIOLATIONS/CITATIONS



After a State of Maryland Inspection is completed at your location by a CHUBB inspector, You may receive a letter from CHUBB noting outstanding violation/violations for a unit or multiple units.



Quick Tip: A State Inspector can come at anytime to your location to perform an inspection.

WHEN YOU ARE ISSUED A CERTIFICATE BLOCKING VIOLATION THE CLOCK IS TICKING, FINES CAN BE UP TO **$5,000.00 PER DAY.** ***YOUR LOCATION IS RESPONSIBLE*** TO PAY THESE FINE DIRECTLY TO THE STATE OF MARYLAND

Corrections must be made *before* the **expiration date on your boiler certificate** *not* 30 days as stated in the Chubb letter

WHAT IF YOU RECEIVE A CERTIFICATE BLOCKING VIOLATION LETTER?

CHUBB

Subject: Jurisdictional Inspection conducted on February 12, 2026

Insured: Roman Catholic Archbishop of Baltimore, A Corporation Sole
Policy: ATD EBD / 000076426832 / Federal Insurance Company

Dear

Thank you for choosing Federal Insurance Company, a subsidiary of Chubb Limited, as your insurance carrier. The purpose of this visit was to inspect the objects listed below to determine compliance with applicable jurisdictional requirements.

Manufacturer	Type	Jurisdictional #	Location	Inspection Result	Expiration Date
A O Smith	Water Heater	MD	Boiler Room	Satisfactory-No Violations	4/4/2028
H B Smith	Cast Iron	MD	Boiler Room	Violation: Certificate Blocking	TBD
H B Smith	Cast Iron	MD	Boiler Room	Satisfactory-No Violations	4/4/2028
Trane	Heat Exchanger - Shell and Tube	MD	Boiler Room	Satisfactory-No Violations	4/4/2028

A boiler listed above was found to have deficiencies that does not meet the requirements of the jurisdictional authority. Refer to the attached violation document that details the code violation discovered and corrective measures that are required to fully comply with the jurisdiction.

An inspection report has been forwarded to the jurisdictional authority detailing the conditions observed for each object listed above. Certificates of operation will be issued or renewed for objects listed above that do not have pending “certificate blocking” violations.

WHAT NEEDS CORRECTION ?

CHUBB®

Action Items

RISK ENGINEERING SERVICES

Roman Catholic Archbishop of Baltimore, A Corporation Sole

VISIT DATE: February 12, 2026
RISK ENGINEERING CONTACT: Tara Balach tara.balach@chubb.com

Certificate Blocking Code Violation

A "certificate blocking" code violation identifies a deficiency relative to a jurisdictional code requirement that must be complied with before a certificate of operation can be issued or renewed.

CV-2026-02-001: Certificate Blocking

February 12, 2026

H B Smith Cast Iron

Pressure Relief Device is leaking.

Repair or replace item in accordance with State Law & Regs, ASME BPV Code, National Board Inspection Code and Manufacturer Specifications. The new safety relief valve must meet code requirements and have a relieving capacity that meets or exceeds the boiler data plate output. The set pressure must be at or below the boilers maximum allowed working pressure as indicated on the boiler data plate. There can be no intervening shut-off valve between the safety valve and the boiler.

PICTURE OF THE VIOLATION IS INCLUDED IN THE LETTER

Call your boiler Service provider. Inform them of a certificate blocking violation

Certificate Blocking Code Violation

A "certificate blocking" code violation identifies a deficiency relative to a jurisdictional code requirement that must be complied with before a certificate of operation can be issued or renewed.

CV-2026-02-001: Certificate Blocking

February 12, 2026

H B Smith Cast Iron [illegible]

Pressure Relief Device is leaking.

Repair or replace item in accordance with State Law & Regs, ASME BPV Code, National Board Inspection Code and Manufacturer Specifications. The new safety relief valve must meet code requirements and have a relieving capacity that meets or exceeds the boiler data plate output. The set pressure must be at or below the boilers maximum allowed working pressure as indicated on the boiler data plate. There can be no intervening shut-off valve between the safety valve and the boiler.

Industry Reference: ASME Section IV HG-701

Photo	Comment
	Relief valve is leaking.

STATE OF MARYLAND CITATION

WHEN A *VIOLATION* TURNS IN A *CITATION*

WHAT TO DO?



The information is listed on the letter from DLLR.



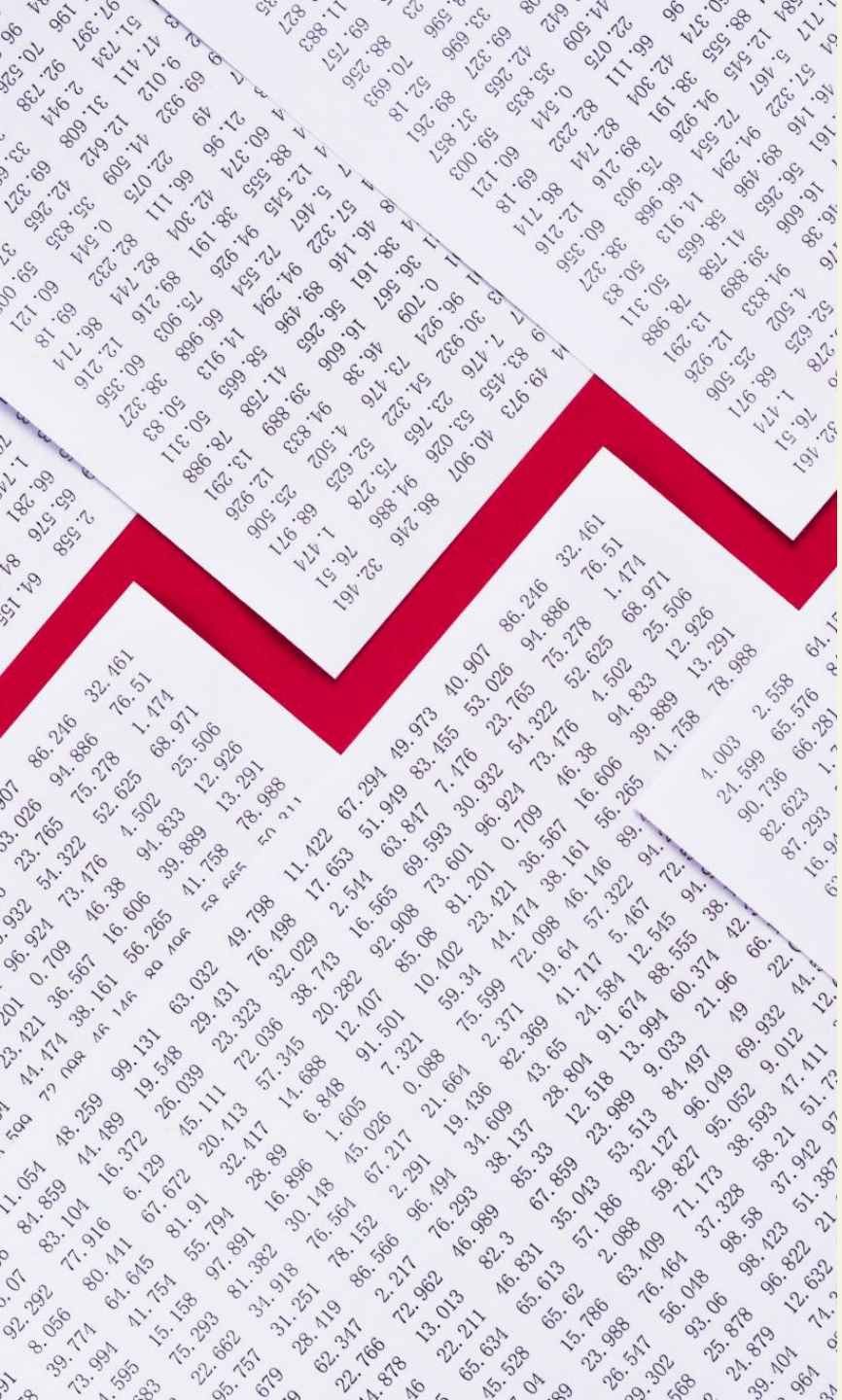
When a letter is received, this approach could possibly help.



A simple request could be in an email to the Boiler Unit stating to the effect of:



“We would like to request an Appeal or a Delay of the fine process, so we have time to investigate the violation(s) and can present to your office and/or the Boiler Board a correction action, for the board to determine validity of our issue. Please place a hold of any processing of fines currently.”



NOT AN EASY PROCESS

1. Must be a legitimate reason. Not simply you forgot to correct.
2. Success in appealing a citation that is issued is slim.
3. The longer you wait the more likely the invoice will go to collections.
4. You cannot pay the State if the above happens, you must follow the directions on the letter. 17% is added to the fine.

DLLR STATE CONTACT INFORMATION

P: (410) 767-2990 • F: (410) 333-7827 • Boiler.safety@maryland.gov • WWW.DLLR.MARYLAND.GOV/LABOR/SAFETY

Questions relative to this issue should be directed to the Boiler Safety Inspection Program by E-mail to:
CITATIONS.BPV@MARYLAND.GOV. Please include your invoice number in your correspondence.

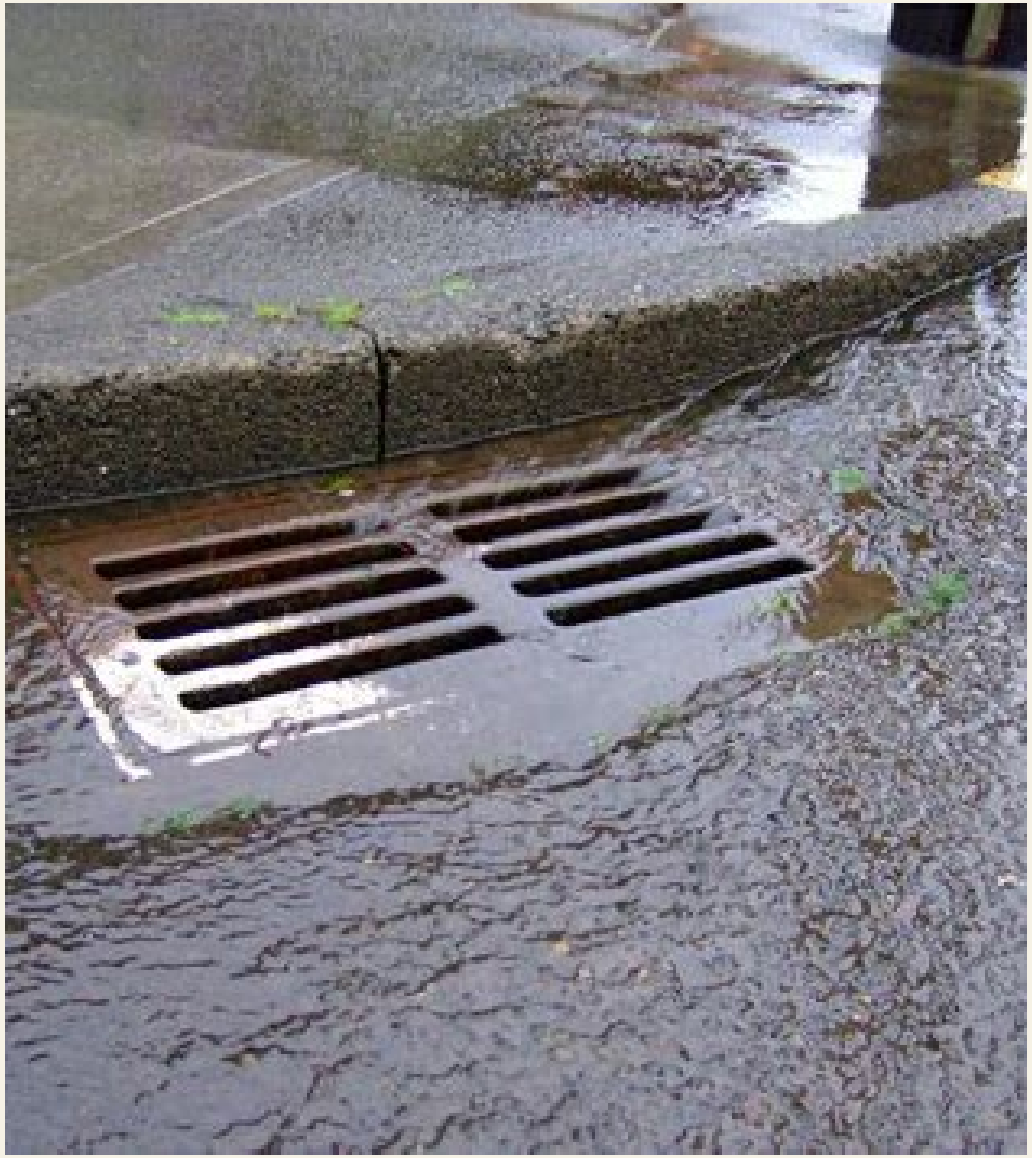


FALL FACILITIES PREPAREDNESS

Getting Buildings Ready for the Season

SITE MAINTENANCE

1. Clean all site drains
2. Obtain contract bids for winter snow plowing (if required)
3. Remove brush and weed growth
4. Clean and service lawn mowers
5. Check and service snow blowers





BUILDING EXTERIOR MAINTENANCE

1. Cut back tree limbs resting on building and roofs.
2. Check all gutters and down spouts
3. Install storm windows and weatherstripping
4. Repair and store summer screen windows
5. Replace cracked or missing caulking at doors and windows
6. Remove all exterior awnings
7. Paint building exterior as required



BUILDING INTERIOR MAINTENANCE

1. Clean radiators and air registers
2. Close crawl space and basement windows opened for summer ventilation

MECHANICAL EQUIPMENT MAINTENANCE

1. Clean chimney flues as required
2. Cover air conditioners
3. Clean boiler room of all debris
4. Check and service propane gas equipment and piping
5. Clean or replace furnace air filters



ELECTRICAL EQUIPMENT MAINTENANCE

1. Test emergency lighting system
2. Test all exit lights
3. Test fire alarm system
4. Test smoke detectors. Replace batteries if necessary
5. Repair or replace non-functioning switches, receptacles and outlets
6. Replace frayed wiring



COMPLETE CHECK LIST FOR ALL FOUR SEASONS CAN BE FOUND AT

www.archbalt.org/risk



RISK MANAGEMENT LANDING PAGE

ALERTS, NEWS AND NEWSLETTERS | BOILERS & FACILITY MAINTENANCE | CLAIMS | FACILITY USE | FAQ_GENERAL NOTES

GUIDELINES & CHECKLISTS | SAFETY AWARENESS TIPS | SCHOOLS | SCOUTING | STANDARD FORMS | QUICK LINKS

Boiler Installation/Decommission Procedures & Guidelines
MEMO: Category 1 Projects – Boilers and Underground Storage Tanks
Boiler Maintenance Program
Chubb Inspectors
Facility Inspection
Preventative Maintenance Checklist
Seek the City – Closed Building Weekly Checklist
Elevator Inspections-Avoiding Citations and Penalties
Elevator Ownership or Mailing Address Change Form

QUESTIONS?

Jim Dimmer

Loss Control Associate-Office of Risk Management

Office 410-547-5373

Direct 410-458-2816

Email: James.dimmer@archbalt.org

