



## ARCHDIOCESE OF BALTIMORE

DEPARTMENT OF MANAGEMENT SERVICES  
DIVISION OF FACILITIES MANAGEMENT  
& OFFICE OF RISK MANAGEMENT

September 14, 2010

To: **All Locations Participating in the Archdiocesan Property Insurance Program**  
From: **Nolan McCoy, Director, Facilities Management**  
**Robert Clancy, Project Manager, Facilities Management**  
**Tom Alban, Risk Manager**  
Re: **Boiler Maintenance Program- FY 2011**

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

The Division of Facilities and Office of Risk Management, in partnership with our insurance broker, Porter and Curtis, LLC are continuing to strongly encourage each location to participate in the boiler maintenance program which is aimed at reducing catastrophic heating boiler failures throughout the Archdiocese.

Once again, by participating in this maintenance program, a location that sustains a covered loss to a unit will have the deductible waived. In the alternative, those locations that do not participate in the maintenance program and sustain a covered loss to a unit will be assessed a deductible of \$5,000.00.

To qualify for the deductible waiver, your location will need to have an annual preventive maintenance (PM) tune-up performed on each eligible unit at your location. Attached to this mailing you will find a document which provides a summary of those units which are to be included by your location in this program.

Also enclosed are the Archdiocese of Baltimore's minimum start-up guidelines for both steam and hot water boilers which must be completed by a **qualified and insured** mechanical service company. The enclosed "Standard Preventative Maintenance Program" document must be completed and signed by your contractor and returned to the Archdiocese at the address noted on the form. In order to be eligible for the program, A "Standard Preventative Maintenance Program" form must be completed and submitted for **each unit** within 10 days of having the unit started up for the heating season.

The Archdiocese has secured pricing from the following firms who are qualified to perform this annual boiler maintenance:

**St. John Neumann and St. Elizabeth Ann Seton Vicariate Locations:**

- Calvert Plumbing & Heating Company (410-323-5400)
- Chasney Company (410-433-1600):
- Dynastics, Inc. (410-247-6750):

**St. Elizabeth Ann Seton Vicariate Locations:**

- Beaver Mechanical Contractors, Inc. (301-790-1400)
- Walter N. Yoder & Sons, Inc. (301-729-0610)

**Your location may elect to use one of the above noted contractors or may use your own contractor.** It is important to ensure that a qualified and insured contractor is selected.

While this program is designed to reduce the number and severity of heating boiler losses around the Archdioceses, there are also additional benefits realized from this preventive program. These additional benefits include the following:

- Increased efficiency from your existing heating system that will help control your utility bills;
- Reliability in knowing that the probability of a heating boiler malfunction has been diminished; and
- Assist in the planning for any long-term boiler and or support heating equipment replacement.

If you have questions, feel free to call me at 410-547-5367

Sincerely,

*Nolan McCoy*

Nolan McCoy, Director  
Division of Facilities and Real Estate Management

*Robert W Clancy*

Robert W. Clancy, Project Manager  
Division of Facilities & Real Estate Management

*Thomas E Alban*

Thomas E. Alban, Risk Manager  
Office of Risk Management