

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**DOMESTIC HOT WATER HEATER - ELECTRIC**

SITE AND BLDG #: PA027

MECHANIC  
SIGNATURE:

DATE: 2/3/2025

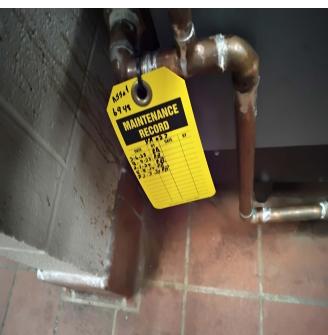
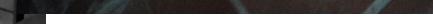
LOCATION/RM #:

WO# 17854

ASSET # see notes

START TIME: 12:30PM

FINISH TIME: 2:39PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	●		
TO BE PERFORMED AT EACH INSPECTION				
1	Attach drain hose. Drain several gallons from tank to remove sediment.	●		
2	Manually check operation of safety valve. Check for corrosion around valve. Verify the safety valve inspection tag is in place. Ensure that no personnel are in area of relief piping discharge.	●		
3	Check all connections - electric and water. Tighten as necessary. Ensure power is disconnected to electric heaters prior to checking connections.	●		
4	Check operation/ setting of aquastat. Check hot water temperature with dial thermometer, set aquastat at minimum value required for all uses.	●		
5	Check amperage draw of upper and lower elements and compare to name plate data.	●		
6	Clean up work area and remove trash.	●		

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct materials). If any repair exceeds \$250, the technician shall open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and description of the repair.

To be performed by: General Maintenance Worker

**Additional Notes:**  
Asset 6945,6946,6947,6948