

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

SITE AND BLDG #: WV005-02

MECHANIC  
SIGNATURE: 

DATE: 18-AUG-2025

LOCATION/RM #: WO# 19731 ASSET # 6964

START TIME: 1PM

FINISH TIME: 2PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED)
		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.	●		AMP READINGS L1 16.5 L2
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 material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

PM complete and water heater has been flushed and relief valve checking out well.  
 Rust issues and recommend drain pan with secondary drain line for emergency drain.  
 -AS

