

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

SITE AND BLDG #: VA033-02

MECHANIC  
SIGNATURE: 

DATE: 11-AUG-2025

LOCATION/RM #:                      WO# 19732                      ASSET # 6971

START TIME: 2PM

FINISH TIME: 3PM

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                                           | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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 SERVICE |                                                                                                                                                                                                  |               |    |                                                                         |
| 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 _____    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 discription of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**

No Access, will complete during next visit.  
 -AS

