

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DOMESTIC HOT WATER HEATER - ELECTRIC

SITE AND BLDG #: VA039

MECHANIC
SIGNATURE: 

DATE: 8/10/23

LOCATION/RM #: WO# 13599 ASSET # 7077

START TIME: 1PM

FINISH TIME: 2PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		(IF TASK CANCELLED)	PHOTO (IF TAKEN)
		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	
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:

Water heater has failed and is currently out of commission till repairs have been made
-AS

