

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

SITE AND BLDG #: NY023-123

LOCATION/RM #: Mechanical / Boiler Room

MECHANIC

SIGNATURE: DEEN ROWE

DATE: 11/8/19

START TIME: 8 AM

FINISH TIME: 9 AM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-123	5981	190917-153	PMQ190917153	AO Smith	cobt300 a00m08 0e01	1627r00 0056	1-pc Water Heater Boiler Room	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	✓		
2	Follow lock out/tag out procedures always. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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 aqua stat. Check hot water temperature with dial thermometer, set aqua stat at minimum value required for all uses.	<input checked="" type="checkbox"/>		
5	Check amperage draw of upper and lower elements and compare to name plate data.	<input checked="" type="checkbox"/>		
6	Clean element contacts and check for proper closing under load.	<input checked="" type="checkbox"/>		
7	Clean pump, controls, switches, and starters. Check condition of pump seal or packing and replace as required.	<input checked="" type="checkbox"/>		
8	If applicable, Remove and inspect Anode, replace if necessary	<input checked="" type="checkbox"/>		
9	Clean up work area and remove trash.	<input checked="" type="checkbox"/>		

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:**

