

PREVENTIVE MAINTENANCE PROGRAM CHECKLIST

Domestic Hot Water Heater - Electric

SITE AND BLDG#: NY023-206

MECHANIC  
SIGNATURE: SIGNATURE ON FILE (DROWE)

DATE: 7/31/23

| Site Location                              | WO#                                                                                                                                                  | Asset# | PM#        | Manufacturer | Model Number                                                                  | Serial# | Asset Description | Asset Location |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------------|--------------|-------------------------------------------------------------------------------|---------|-------------------|----------------|
| NY023-206                                  | 2-23593                                                                                                                                              |        | PM-QT-9520 |              |                                                                               |         |                   |                |
| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                               |        |            |              | NOTES/ACTIONS<br>(if Task Complete is Checked 'NO', Then Provide Explanation) |         |                   |                |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |                                                                                                                                                      |        |            |              |                                                                               |         |                   |                |
| 10                                         | If the insulation contains asbestos, it is considered hazardous waste. Refer to Appendix G for the Universal Waste Guide.                            |        |            |              |                                                                               |         |                   |                |
| 9                                          | Clean up work area and remove trash.                                                                                                                 |        |            |              |                                                                               |         |                   |                |
| 8                                          | If applicable, Remove and inspect Anode, replace if necessary                                                                                        |        |            |              |                                                                               |         |                   |                |
| 7                                          | Clean pump, controls, switches, and starters. Check condition of pump seal or packing, and replace as required.                                      |        |            |              |                                                                               |         |                   |                |
| 6                                          | Clean element contacts, and check for proper closing under load.                                                                                     |        |            |              |                                                                               |         |                   |                |
| 5                                          | Check amperage draw of upper and lower elements and compare to name plate data.                                                                      |        |            |              |                                                                               |         |                   |                |
| 4                                          | Check operation and setting of aquastat. Check hot water temperature with dial thermometer, and set aquastat at minimum value required for all uses. |        |            |              |                                                                               |         |                   |                |
| 3                                          | Check all connections - electric and water. Tighten as necessary. Ensure power is disconnected to electric heaters prior to checking connections.    |        |            |              |                                                                               |         |                   |                |
| 2                                          | Manually check operation of safety valve. Ensure that no personnel are in area of relief piping discharge. Check for corrosion around valve.         |        |            |              |                                                                               |         |                   |                |
| 1                                          | Attach drain hose. Drain several gallons from tank to remove sediment.                                                                               |        |            |              |                                                                               |         |                   |                |

**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: