

PREVENTIVE MAINTENANCE PROGRAM CHECKLIST

Domestic Hot Water Heater - Electric

SITE AND BLDG#: NY023-330

MECHANIC

SIGNATURE: SIGNATURE ON FILE (DROWE)

DATE: 4/28/23

Site Location	WO#	Asset#	PM#	Manufacturer	Model Number	Serial#	Asset Description	Asset Location
NY023-330	2-22038		PM-QT-9596					

CHECK POINT	CHECKPOINT DESCRIPTION	NOTES/ACTIONS (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:

- building boiler room controlled by FDNY, they have their own PM routine.