PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DOMESTIC HOT WATER HEATER - ELECTRIC

SITE AND BLDG #: NY058-02

MECHANIC SIGNATURE: Dean Rowe **DATE:** 11/18/19

LOCATION/RM #: Boiler Room

START TIME: 8am **FINISH TIME:** 10 am

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-02	5791	10184	PM-QT-10184	Rheem	ES120-24-G	AC0112D0711RR0611E00277	J-27 1-pc Water Heater Inventory Rm 210	
NY058-02	5792	10185	PM-QT-10185	Rheem	ES120-24-G	AC0112D0711RR0711E00133	J-27 1-pc Water Heater Inventory Rm 210	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
SPECIAL INSTRUCTIONS				
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.	✓		
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 aqua stat. Check hot water temperature with dial thermometer, set aqua stat at minimum value required for all uses.	✓		
5	Check amperage draw of upper and lower elements and compare to name plate data.	✓		
6	Clean element contacts and check for proper closing under load.	✓		
7	Clean pump, controls, switches, and starters. Check condition of pump seal or packing and replace as required.	✓		
8	If applicable, Remove and inspect Anode, replace if necessary	✓		
9	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:**