

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DOMESTIC HOT WATER HEATER - GAS

SITE AND BLDG #: NY065 BLDG1

MECHANIC
SIGNATURE: 

DATE: 12/1/25

LOCATION/RM #: boiler room WO# 20670 ASSET # 5018

START TIME: 11am

FINISH TIME: 11:30am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED
		YES
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.	✓
2	Use caution when working with natural gas fired equipment. Be aware of any smells (rotten egg) that could be a natural gas leak.	✓
3	Do not allow any open flames around equipment.	✓
TO BE PERFORMED AT EACH INSPECTION		
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, gas and water. Tighten as necessary.	✓
4	Check operation and setting of aquastat. Check hot water temperature with dial thermometer, and set aquastat at minimum value required for all uses.	✓
5	Clean water heater exterior.	✓
6	Clean pump, controls, switches, and starters. Check operation of pump and condition of pump seal or packing, and replace as required.	✓
7	Soap test for gas leaks, if leaks are found notify facility manager and AFOS immediately.	✓
8	Clean up work area and remove trash.	✓



Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and materials) per work order. Repairs 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: This water tank was swapped out with a natural gas water heater. I proceeded with the p m for the natural gas water heater , and also noted that there was an expansion tank added to the Domestic hot water system. I have included pictures and the data plate for both