

**REVIEWED**

By Brian at 3:33 pm, Dec 12, 2018

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**HOT WATER HEATER**

SITE AND BLDG #: VA006-01

MECHANIC  
SIGNATURE:

DATE:

Tracy Lin

12/3/18

LOCATION/RM #:

START TIME:

9AM

FINISH TIME:

1030AM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA006-01	6813	2241	PM-SA-2242	Trane			J-1502000-08 2-pc Unit Heater, Electric, Suspended	MECH room
VA006-01	6813	2242	PM-SA-2242		UHSA-018S-8A-AAA	S79F-09196	J-1502000-08 1-pc Unit Heater, Hot Water	MEN'S room
VA006-01	6813	2243	PM-SA-2242				J-1502000-08 3-pc Unit Heater, Hot Water	HALWAY
VA006-01	6813	2244	PM-SA-2242	unable to locate			J-1502000-08 1-pc Unit Heater, Electric, Wall Mounted	HALWAY
VA006-01	6813	2245	PM-SA-2242				J-1502000-08 1-pc Unit Heater, Hot Water	WOMENS room

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO	SPECIAL INSTRUCTIONS	
TO BE PERFORMED AT EACH INSPECTION SERVICE					
1	Attach drain hose. Drain several gallons from tank to remove sediment.				
2	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.			Vacuumed ALL coils and molons on overhead units	
2	Follow lock out/tag out procedures always. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.				

thermostat on electric heater in mech room Needs  
thermostat dial Knob

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.			checked thermoshals
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 found exceeding \$250 open a corrective maintenance ticket and perform by: General Maintenance Worker **Additional**



added teflon

tape and

Cap to leaking boiler drain in womens room



fan switch was off  
turned to low fan for heating (overhead un.1)  
(back hallway)