

REVIEWED

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

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
HOT WATER HEATER**

SITE AND BLDG #: VA006-01

MECHANIC
SIGNATURE: *Tony Cin*DATE: *12/3/18*

LOCATION/RM #:

START TIME: *9 AM*FINISH TIME: *1030am*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA006-01	6813	2241	PM-SA-2242	<i>Trane</i>			J-1502000-08 2-pc Unit Heater, Electric, Suspended	<i>MECH Room</i>
VA006-01	6813	2242	PM-SA-2242		UHSA-018S-8A-AAA	S79F-09196	J-1502000-08 1-pc Unit Heater, Hot Water	<i>men's Room</i>
VA006-01	6813	2243	PM-SA-2242				J-1502000-08 3-pc Unit Heater, Hot Water	<i>HALLWAY</i>
VA006-01	6813	2244	PM-SA-2242	<i>unable to locate</i>			J-1502000-08 1-pc Unit Heater, Electric, Wall Mounted	<i>HALLWAY</i>
VA006-01	6813	2245	PM-SA-2242				J-1502000-08 1-pc Unit Heater, Hot Water	<i>women's Room</i>

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

*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 thermostats
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. If found exceeding \$250 open a corrective maintenance ticket. Work performed by: General Maintenance Worker Additional



added teflon
tape and
cap to leaking boiler drain in women's room



fan switch was off
turned to low fan for heating (overhead unit)
(back hallway)