

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
WATER HEATER HOT WATER

SITE AND BLDG #: VA039-02

MECHANIC  
SIGNATURE: *Andy Reid*

DATE: 5-8-19

LOCATION/RM #:

START TIME: 11:45AM

FINISH TIME: 1 PM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA039-01	8631	7077	PM-QT-6815	Burnham	SL119	D91150952	J-1502000-27 Water Heater	Mech PM
VA039-02	8703	7078	PM-QT-7078	Bradford White Co.	M-I-RE20V5	GC8587990	J-1502000-27 Water Heater	ams

ss-12

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.	✓		
2	Schedule shutdown with operating personnel.	✓		
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check valve for full stroke operation in both directions, if applicable.	✓		
2	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	✓		
3	Clean the coil with vacuum cleaner.		✓	N/A
4	Comb the fins as needed.		✓	N/A
5	Clean all fans and motors.		✓	N/A

6	Check operation of controls and safeties.	✓		
7	Lubricate as required.	✓	N/A	
8	Check all motors, belts, pulleys, shafts, etc. for alignment.	✓	N/A	

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:**



Asset 7077  
 Previous visit found  
 leak in tank.  
 Tank is inoperable.  
 Quote has been  
 submitted.

