

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**DOMESTIC HOT WATER HEATER - GAS**

SITE AND BLDG #: **WV029-01**

MECHANIC

SIGNATURE: **James R Groft Jr**DATE: **02/26/2025**

LOCATION/RM #:

WO# **17899**ASSET # **9276**

START TIME:

FINISH TIME:

| CHECK POINT                                       | CHECKPOINT DESCRIPTION   | TASK COMPLETE                       |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)                                 |
|---|--|-------------------------------------|----|---|
|   |  | YES                                 | NO |   |
| <b>SPECIAL INSTRUCTIONS</b>                       |  |                                     |    |   |
| 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.                                      | <input checked="" type="checkbox"/> |    |   |
| 2   | Use caution when working with natural gas fired equipment. Be aware of any smells (rotten egg) that could be a natural gas leak.   | <input checked="" type="checkbox"/> |    |   |
| 3   | Do not allow any open flames around equipment.   | <input checked="" type="checkbox"/> |    |   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |  |                                     |    |   |
| 1   | Attach drain hose. Drain several gallons from tank to remove sediment.   | <input checked="" type="checkbox"/> |    |   |
| 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. | <input checked="" type="checkbox"/> |    | <b>UNABLE TO PERFORM FLUSH PROCEDURE DUE TO INTERNAL VALVE ISSUE/ REQUIRES SERVICE ORDER AND REPAIR</b> |
| 3   | Check all connections - electric, gas and water. Tighten as necessary.   | <input checked="" type="checkbox"/> |    |   |
| 4   | Check operation and setting of aquastat. Check hot water temperature with dial thermometer, and set aquastat at minimum value required for all uses.   | <input checked="" type="checkbox"/> |    |   |
| 5   | Clean water heater exterior.   | <input checked="" type="checkbox"/> |    |   |
| 6   | Clean pump, controls, switches, and starters. Check operation of pump and condition of pump seal or packing, and replace as required.  | <input checked="" type="checkbox"/> |    |   |
| 7   | Soap test for gas leaks, if leaks are found notify facility manager and AFOS immediately.  | <input checked="" type="checkbox"/> |    |   |
| 8   | Clean up work area and remove trash.   | <input checked="" type="checkbox"/> |    |   |

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: