PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DOMESTIC HOT WATER HEATER - ELECTRIC

SITE AND BLDG #: WV046-01

MECHANIC SIGNATURE: James R Groft **DATE:** 02/27/2026

LOCATION/RM #: **WO#** 21155 **ASSET #** 7042

START TIME: **FINISH TIME:**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	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.	X		
	TO BE PERFORMED AT EACH INSPECTION SERVICE			
1	Attach drain hose. Drain several gallons from tank to remove sediment.		X	N/A
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.		X	Pressure relief valve appears to be leaking Water has been shut off at unit Pressure relief valve needs to be replaced
3	Check all connections - electric and water. Tighten as necessary. Ensure power is disconnected to electric heaters prior to checking connections.		X	unit is in working condition but has not been in use for at least the last year
4	Check operation/ setting of aquastat. Check hot water temperature with dial thermometer, set aquastat at minimum value required for all uses.		X	
5	Check amperage draw of upper and lower elements and compare to name plate data.		X	AMP READINGS L1 _____ L2_____ N/A
6	Clean up work area and remove trash.			

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 discription of the deficiency.

To be perfomed by: General Maintenance Worker

Additional Notes: