

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
WATER HEATER - TANKLESS**

**SITE AND BLDG #:** WV005-01


**MECHANIC SIGNATURE:** 

**DATE:** 17-FEB-2026

**LOCATION/RM #:**                      **WO#** 21165                      **ASSET #** 7072

**START TIME:** 1PM

**FINISH TIME:** 2PM

| 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.  | ●             |    |  |
| 2                                  | Use caution when working with natural gas fired equipment. Be aware of any smells (rotten egg) that could be a natural gas leak.   | ●             |    |  |
| 3                                  | Do not allow any open flames around equipment.   | ●             |    |  |
| <b>TO BE PERFORMED AT EACH INS</b> |  |               |    |  |
| 1                                  | Lift and release the lever handle on the pressure relief valve, located in the hot outlet piping of the water heater, to make certain the valve operates freely. Allow several gallons to flush through the discharge line to an open drain. | ●             |    |  |
| 2                                  | Check for any abnormal sounds during normal operation of the water heater.   | ●             |    |  |
| 3                                  | Vacuum around the water heater for dust, dirt and lint. Clean the water heater by using a damp soft cloth with a few drops of mild detergent and gently wiping the surfaces of the unit. Wipe any remaining moisture with a dry soft cloth.  | ●             |    |  |
| 4                                  | Drain and flush unit with proper cleaning solution to remove any mineral build up. Refer to manufactureres instructions for specific flushing instructions.  | ●             |    |  |
| 5                                  | As needed, clean and/or replace water filter as applicable.  | ●             |    |  |
| 6                                  | If applicable, inspect venting system. Check vent connection joints with a solution of soapy water to assure air tightness.  | ●             |    |  |
| 7                                  | Visually inspect the main burners. Inspect the burner flame with the main burner off and inspectthe main burner while firing. Note any deficiencies.   | ●             |    |  |
| 8                                  | Inspect the condensate trap to ensure there is enough water in the trap and the condasate is draining properly.  | ●             |    |  |

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 performed by: General Maintenance Worker

**Additional Notes:**

PM complete on tankless water heater checking out with no issues. Operating at peak performance.

-AS