Water heater maintenance checklist

01 The visit

Water heater (name and tag)

Date

Location

Checked by (printed name)

02 Monthly: what the crew looks at and reads

11 checks

CHECK	OK	FAIL	NOTE
Floor, drain pan and pan drain	☐	☐	
Jacket and fittings: inlet, outlet, drain valve, anode port	☐	☐	
Relief valve discharge pipe, looked at, not touched	☐	☐	
Where the pipe ends	☐	☐	
The pipe's end and the valve	☐	☐	
Around the heater	☐	☐	
Gas: vent pipe from the draft hood, by eye	☐	☐	
Listen while it heats	☐	☐	
Monthly draw-off at the drain valve, if the manual asks, by its procedure (the water scalds)	☐	☐	
Outlet temperature on a thermometer; on a recirculating system, the return too	☐	☐	
Carbon monoxide alarm in the room, if any	☐	☐	

03 Every 6 months: the relief valve and the flush

3 checks

CHECK	OK	FAIL	NOTE
Relief valve tested by a qualified person, by the method and interval in the heater's manual	☐	☐	
Tank drained and flushed by the manual's procedure	☐	☐	
Heaters with a cleanout, by the manual's procedure: lime depth, first 6 months after installation	☐	☐	

04 Yearly, and the anode from year 3

9 checks

CHECK	OK	FAIL	NOTE
Service by a qualified technician	☐	☐	
Gas: venting system inspected	☐	☐	
Gas: main burner and pilot inspected	☐	☐	
Gas: combustion, gas pressure and controls, by a qualified technician	☐	☐	
Electric: elements inspected for scale, by the manual's procedure	☐	☐	
Expansion tank, where the supply has a check valve, pressure-reducing valve or backflow preventer	☐	☐	
Mixing valve, where fitted: temperature at the fixtures it serves	☐	☐	
Data plate: input, capacity, temperature	☐	☐	
Anode rod, by a qualified service agency: at most 3 years after installation, then yearly; on softened water, yearly from the start	☐	☐	

05 Readings

READING	THIS VISIT	LAST VISIT	NOTE
Outlet temperature, on a thermometer			
Return temperature, recirculating systems			

06 Defects and sign-off

Defects found, or no defects

Work orders written

Signature