



Hot Water Heater Maintenance Checklist

Tips and Tasks

Hot Water Heater Maintenance

Routine Preventive Maintenance

Company: _____

Worksite address: _____

Inspected by: _____

Date: _____ Time: _____

Daily Maintenance Tasks

NOTES

- Inspect exterior and pipes for signs of leaks
- Check for unusual odors
- Check temperature of discharged hot water
- Verify pilot light is steady
- Inspect vents and flue for debris/blockage
- Ensure area around unit is clear for safe access

Monthly Maintenance Tasks

NOTES

- Inspect flue, air intake, vents for corrosion/blockage
- Inspect exterior and pipes for signs of leaks
- Check the pressure relief valve functionality
- Flush a pint of water to reveal any sediment buildup
- Listen for unusual sounds while unit is running
- Verify pilot light is steady
- Remove any dirt/debris in burner compartment
- Inspect insulation wrap for damage/gaps

Hot Water Heater Maintenance

Routine Preventive Maintenance / Maintenance Tips

Company: _____

Worksite address: _____

Inspected by: _____

Date: _____ Time: _____

Annual Maintenance Tasks

NOTES

- Drain and flush the tank
- Test the pressure relief valve
- Replace the anode rod
- Test the thermostat and valves
- Clean the burner assembly
- Examine the flue and venting system
- Tighten electrical connections
- Verify insulation and wrap
- Run a short test cycle

Preventive Maintenance Tips

NOTES

- Create a maintenance schedule
- Document maintenance tasks details
- Set task reminders on a time-keeping app
- Use preventative maintenance software

Hot Water Heater Maintenance

Professional Service / Additional Notes

Company: _____

Worksite address: _____

Inspected by: _____

Date: _____ Time: _____

Issues Requiring Professional Service

NOTES

- Persistent water leaks
- No hot water
- Unusual sounds coming from the water heater
- The pilot light won't stay lit
- Foul odors near the water heater
- Gas smells around the heater
- Excessive accumulation of sediment
- Signs of corrosive elements

Additional Notes