

Water Heater Annual Service

PAGE 1: PER-HEATER LOG

Flush, check and exercise every water heater once a year, so a leak shows up while the tech is standing there, not at 2 a.m. FixGrid standard.

PROPERTY	BUILDING / LOCATION	DATE	PERFORMED BY	NEXT DUE
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Per-heater log

UNIT / LOCATION	COLD SHUTOFF CLOSES	FLUSHED	DRAIN VALVE CLOSES, NO DRIP AFTER	T&P VALVE (10+ yrs or corroded)	ANODE ROD (reason)	GAS VENT: SEATED, SLOPED, NO RUST, NO SCORCH	RESULT
	☐	☐	☐	operated not operated	OK worn N/A	☐	OK Fixed Needs repair
	☐	☐	☐	operated not operated	OK worn N/A	☐	OK Fixed Needs repair
	☐	☐	☐	operated not operated	OK worn N/A	☐	OK Fixed Needs repair
	☐	☐	☐	operated not operated	OK worn N/A	☐	OK Fixed Needs repair
	☐	☐	☐	operated not operated	OK worn N/A	☐	OK Fixed Needs repair
	☐	☐	☐	operated not operated	OK worn N/A	☐	OK Fixed Needs repair
	☐	☐	☐	operated not operated	OK worn N/A	☐	OK Fixed Needs repair
	☐	☐	☐	operated not operated	OK worn N/A	☐	OK Fixed Needs repair
	☐	☐	☐	operated not operated	OK worn N/A	☐	OK Fixed Needs repair
	☐	☐	☐	operated not operated	OK worn N/A	☐	OK Fixed Needs repair
	☐	☐	☐	operated not operated	OK worn N/A	☐	OK Fixed Needs repair
	☐	☐	☐	operated not operated	OK worn N/A	☐	OK Fixed Needs repair
	☐	☐	☐	operated not operated	OK worn N/A	☐	OK Fixed Needs repair
	☐	☐	☐	operated not operated	OK worn N/A	☐	OK Fixed Needs repair
	☐	☐	☐	operated not operated	OK worn N/A	☐	OK Fixed Needs repair

STEPS, IN ORDER 1) Confirm the cold supply shutoff closes. 2) Flush, regardless of age. 3) Check the anode rod (N/A with the reason if there's no head room or it's seized). 4) T&P valve: operate it if the heater is under 10 years old and the valve isn't corroded; otherwise don't, and mark Needs repair. 5) Gas units: look at the vent, don't adjust it.

INITIALS	SUPERVISOR REVIEW	DATE
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Water Heater Annual Service (continued)

PAGE 2: IF NEEDS REPAIR

PROPERTY	BUILDING / LOCATION	DATE	PERFORMED BY	NEXT DUE
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 **If Needs repair:**

WHAT TO DO

A leak, a drain valve that won't close, a worn-through anode, a T&P you couldn't operate, or any venting problem: open a ticket.

CALL A LICENSED VENDOR WHEN

Venting goes to a licensed plumber or gas fitter only.

Note: Give residents notice before entering (FixGrid standard: 3 days).

INITIALS	SUPERVISOR REVIEW	DATE
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