

Tankless water heater quarterly maintenance checklist

A quarterly tankless water heater round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. Work is commonly verified against IPC / UPC plumbing codes, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The plumbing or maintenance tech on the quarterly mechanical round. When: Every quarter, since a tankless unit gives no warning before it starts short of temperature or throws a fault mid-shift.

Water side

- ☐ **Inlet filter screen removed, cleaned and resealed**
Cold inlet screen pulled, flushed of grit and scale, reinstalled and confirmed not restricting flow into the heat exchanger. 2 photos required
- ☐ **Delivered temperature verified at a fixture**
Actual temperature measured at a representative fixture, compared against the setpoint, checked that a hot draw holds temperature and doesn't run cold-hot-cold. 1 photo required
- ☐ **Unit and connections checked for leaks**
No weeping at inlet/outlet unions, isolation valves or the relief line, no mineral trails on the case pointing to a slow internal leak. 1 photo required

Combustion and venting

- ☐ **Venting and condensate drain checked on condensing units**
Vent run intact and sloped, terminal clear, condensate trap primed and neutralizer (where fitted) draining freely, not backing up into the unit. 2 photos required
- ☐ **Burner flame and ignition observed**
Clean ignition on demand, steady flame with no rollout or sooting, unit modulating smoothly rather than hunting. 1 photo required

Supply and diagnostics

- ☐ **Gas or electric supply confirmed adequate**
Gas pressure holding under full fire, or electrical connections tight and undamaged on electric units, no scorching at the supply terminals. 1 photo required
- ☐ **Error and fault history read off the controller**
Stored fault codes reviewed and logged, recurring ignition, flow or scale faults noted as a trend rather than cleared and forgotten. 1 photo required