

# Domestic water heater annual maintenance checklist

The annual domestic water heater service is the deep pass: the measurements, cleanings and tests a quarterly round doesn't reach. This checklist keeps the full service on record with the photos that make it defensible later. Work is commonly verified against IPC / UPC plumbing codes. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The plumbing service tech on the annual service visit. When: Once a year. The flush is what keeps sediment from cooking the bottom of the tank or coating the elements.

## Isolation and lockout

- ☐ **Energy source locked out and tagged before draining**  
Gas or power off, locked and tagged by each worker and confirmed off before the drain opens; tank refilled and air bled before the procedure's temporary release for firing checks, then re-lock. 1 photo required
- ☐ **Cold supply isolated and the discharge routed safely**  
Cold inlet valve closed and holding, a hot fixture opened to break vacuum, hose run to a drain where hot discharge cannot scald anyone. No photo required

## Flush and internals

- ☐ **Tank flushed until discharge runs clear**  
Discharge observed running clear, sediment volume noted. Heavy sediment changes the service interval. 2 photos required
- ☐ **Anode rod or elements inspected where accessible**  
Anode consumption checked and logged, elements free of scale on electric units. No photo required
- ☐ **Heat source serviced for its type, burner or elements**  
Gas units: burner, pilot or igniter and flue baffle cleaned. Electric units: element resistance read with power locked out against the manufacturer's value. 1 photo required
- ☐ **Dielectric fittings and water connections checked for corrosion**  
With the tank drained, unions and nipples at the inlet and outlet inspected for pitting, crust or thinning, any fitting near failure logged. 1 photo required

## Safety and performance

- ☐ **All safeties and shutoffs functionally tested**  
T&P re-tested after the flush, gas or power shutoff operated, mixing valve output verified. 1 photo required
- ☐ **Recovery and capacity observed**  
Unit brought through a recovery cycle, no unusual noise, delay or short-cycling. 1 photo required
- ☐ **T&P valve rating tag matched to the heater**  
Valve tag read and compared with the heater rating plate for input and working pressure, a mismatched or unreadable tag reported. 1 photo required
- ☐ **T&P discharge pipe traced full size to its termination**  
Pipe full valve outlet size end to end, no valve, cap or trap, sloped to drain and ending at an air gap or indirect waste as the plumbing code requires. 1 photo required
- ☐ **Combustion or current reading taken for the heat source**  
Gas units: flue gas analyzer reading against the manufacturer's range. Electric units: element amps read under the energized-work procedure against the nameplate. 1 photo required

