

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

ROOF DRAINS, DOWNSPOUT, AND GUTTER INSPECTION

SITE AND BLDG #: VA012

MECHANIC
SIGNATURE: 

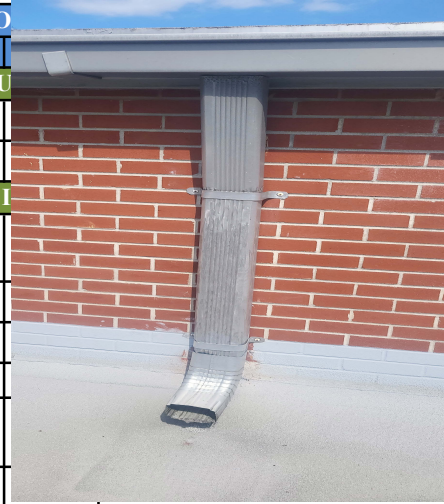
DATE: 10/2/23

LOCATION/RM #: WO# 13951 ASSET # G093

START TIME: 1PM

FINISH TIME: 2PM

| CHECK K | CHECKPOINT DESCRIPTION | TASK COMPLETION | |
|------------------------------------|--|-----------------|----|
| | | YES | NO |
| SPECIAL INSTRUCTIONS | | | |
| 1 | Use care when working in high places. | ● | |
| 2 | Use safety line with harness if necessary. | ● | |
| TO BE PERFORMED AT EACH INSPECTION | | | |
| 1 | Check gutters, drains, and downspouts to insure that they are properly attached to the building, connections sealed, and free of debris. | ● | |
| 2 | Check drain strainers/screens for condition and proper installation. | ● | |
| 3 | If downspouts have heaters, test, operate and correct deficiencies. | ● | |
| 4 | Remove all trash, debris or unsecured material from roof area and gutters. | ● | |
| 5 | Where downspouts discharge onto lower roofs, check if there has been any scouring of the surfacing. | ● | |
| 6 | Check for missing or damaged splash blocks. | ● | |



Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

All drains and gutters check out well with no issues.

-AS