

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

ROOF DRAINS, DOWNSPOUT, AND GUTTER INSPECTION

SITE AND BLDG #: VA005


MECHANIC
SIGNATURE: 

DATE: 10/16/23

LOCATION/RM #: WO# 13960 ASSET # G106

START TIME: 11AM

FINISH TIME: 12PM

CHECK K	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

Gutters have been cleaned out and will need them again soon along back of building
 Continues fall leaves. One Bees nest located and have been sprayed. Will be remove
 Insuring bees are dead.
 -AS

