

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

CHECKPOINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Use care when working in high places.	<input checked="" type="checkbox"/>		
2	Use safety line with harness if necessary.	<input checked="" type="checkbox"/>		
TO BE PERFORMED AT EACH IN				
1	Check gutters, drains, and downspouts to insure that they are properly attached to the building, connections sealed, and free of debris.	<input checked="" type="checkbox"/>		
2	Check drain strainers/screens for condition and proper installation.	<input checked="" type="checkbox"/>		
3	If downspouts have heaters, test, operate and correct deficiencies.	<input checked="" type="checkbox"/>		
4	Remove all trash, debris or unsecured material from roof area and gutters.	<input checked="" type="checkbox"/>		
5	Where downspouts discharge onto lower roofs, check if there has been any scouring of the surfacing.	<input checked="" type="checkbox"/>		
6	Check for missing or damaged splash blocks.	<input checked="" type="checkbox"/>		

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:

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

