

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**ROOF DRAINS, DOWNSPOUT, AND GUTTER INSPECTION**

SITE AND BLDG #: VA012

MECHANIC  
 SIGNATURE:



DATE: 4/4/24

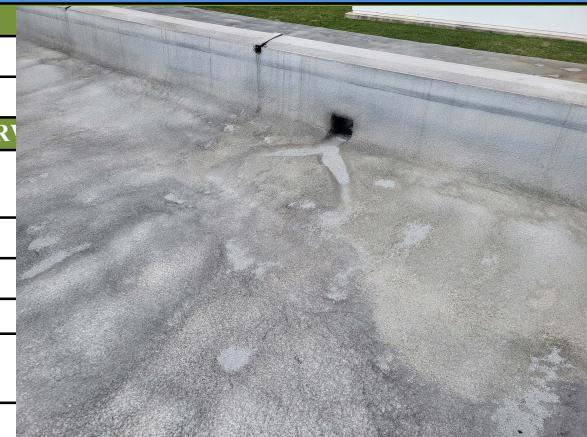
LOCATION/RM #: 1

WO# 15350 ASSET # G092

START TIME: 10AM

FINISH TIME: 11AM

| CHECKPOINT  | CHECKPOINT DESCRIPTION   | TASK COMPLETED                      |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|--|-------------------------------------|----|---|
|   |  | YES                                 | NO |   |
| <b>SPECIAL INSTRUCTIONS</b>                       |  |                                     |    |   |
| 1   | Use care when working in high places.  | <input checked="" type="checkbox"/> |    |   |
| 2   | Use safety line with harness if necessary.   | <input checked="" type="checkbox"/> |    |   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |  |                                     |    |   |
| 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:**

Roof drains and gutters check out well with no issues.  
 -AS