

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

ROOF DRAINS, DOWNSPOUT, AND GUTTER INSPECTION

SITE AND BLDG #: VA039-01

MECHANIC
SIGNATURE: 

DATE: 4/11/2

LOCATION/RM #: WO# 15355 ASSET # G097

START TIME: 10AM

FINISH TIME: 11AM

CHECK K	CHECKPOINT DESCRIPTION	TASK COMPLETED
		YES
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: Gutters check out well.
-AS