

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### ROOF DRAINS, DOWNSPOUT, AND GUTTER INSPECTION

SITE AND BLDG #: VA039-02

MECHANIC  
SIGNATURE: 

DATE: 4/11/24

LOCATION/RM #: \_\_\_\_\_ WO# 15356 ASSET # G098

START TIME: 2PM

FINISH TIME: 3PM

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:**

Gutters check out with no issues. One splash block repositioned.  
-AS

