

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



SITE AND BLDG #: VA001-03

MECHANIC  
SIGNATURE:

DATE: 2-OCT-2025

LOCATION/RM #: WO# 20253 ASSET # G091

START TIME: 2PM

FINISH TIME: 3PM

CHECKPOINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ ACTIONS (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</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:**

Gutters check out well with no issues.  
-AS

