

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

CHECK K	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

Gutters check out well with no issues.
 -AS

