

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

SITE AND BLDG #: VA033-02

MECHANIC  
SIGNATURE: 

DATE: 9-OCT-2025

LOCATION/RM #: WO# 20257 ASSET # G095

START TIME: 1PM

FINISH TIME: 2PM

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 SERVICE				
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:**

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

