

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### ROOF DRAINS, DOWNSPOUT, AND GUTTER INSPECTION

SITE AND BLDG #: VA039

MECHANIC  
SIGNATURE: 

DATE: 15-OCT-2025

LOCATION/RM #: WO# 20261 ASSET # G099

START TIME: 2PM

FINISH TIME: 3PM

| CHECK<br>K                      | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    |
|---------------------------------|--|---------------|----|
|                                 |  | 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 INSPECT |  |               |    |
| 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:** All Roof drains and gutters check out well with no issues in building 3.  
-AS

