

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

MECHANIC  
 SIGNATURE:



DATE: 16-OCT-2025

**SITE AND BLDG #:** WV005-01

**LOCATION/RM #:** WO# 20264 **ASSET #** G106

**START TIME:** 10AM

**FINISH TIME:** 11AM

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.	●		
2	Use safety line with harness if necessary.	●		
<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.	●		
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 drains and Gutter on building 1 check out well with no issues.  
 -AS

