

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### ROOF DRAINS, DOWNSPOUT, AND GUTTER INSPECTION

SITE AND BLDG #: WV005-01



MECHANIC  
SIGNATURE: 

DATE: 16-OCT-2025

LOCATION/RM #: WO# 20264 ASSET # G106

START TIME: 10AM

FINISH TIME: 11AM

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:**

All drains and Gutter on building 1 check out well with no issues.  
-AS

