

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

SITE AND BLDG #: WV007MECHANIC SIGNATURE:  DATE: 10-19-2023LOCATION/RM #: WO#13965 ASSET # G111START TIME: 730 FINISH TIME: 430

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.			Roof and gutters where just replaced at this site No need for PM
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: