

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

SITE AND BLDG #: WV002

**MECHANIC
SIGNATURE:**

DATE: 10-2-2023

LOCATION/RM #: WO#13958 **ASSET #** G104

START TIME: 800

FINISH TIME: 430

CHECKPOINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Use care when working in high places.	<input checked="" type="checkbox"/>		
2	Use safety line with harness if necessary.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		
2	Check drain strainers/screens for condition and proper installation.	<input checked="" type="checkbox"/>		
3	If downspouts have heaters, test, operate and correct deficiencies.	<input checked="" type="checkbox"/>		
4	Remove all trash, debris or unsecured material from roof area and gutters.	<input checked="" type="checkbox"/>		
5	Where downspouts discharge onto lower roofs, check if there has been any scouring of the surfacing.	<input checked="" type="checkbox"/>		
6	Check for missing or damaged splash blocks.	<input checked="" type="checkbox"/>		

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: