

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

SITE AND BLDG #: VA033-03

MECHANIC  
SIGNATURE: 

DATE: 4/6/2023

LOCATION/RM #: WO# 12467 ASSET # G096

START TIME: 1PM FINISH TIME: 2PM

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.	<input checked="" type="radio"/>	<input type="radio"/>	
2	Use safety line with harness if necessary.	<input checked="" type="radio"/>	<input type="radio"/>	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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="radio"/>	<input type="radio"/>	
2	Check drain strainers/screens for condition and proper installation.	<input checked="" type="radio"/>	<input type="radio"/>	
3	If downspouts have heaters, test, operate and correct deficiencies.	<input checked="" type="radio"/>	<input type="radio"/>	
4	Remove all trash, debris or unsecured material from roof area and gutters.	<input checked="" type="radio"/>	<input type="radio"/>	
5	Where downspouts discharge onto lower roofs, check if there has been any scouring of the surfacing.	<input checked="" type="radio"/>	<input type="radio"/>	
6	Check for missing or damaged splash blocks.	<input checked="" type="radio"/>	<input type="radio"/>	

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 gutters are clean in good working order with no issues.

-AS