

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

SITE AND BLDG #: WV009-01MECHANIC
SIGNATURE: *Richard A. Barker*DATE: Apr 3, 2023LOCATION/RM #: WO#12484 ASSET # G118

START TIME: _____

FINISH TIME: _____

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 description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: