

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

ROOF DRAINS, DOWNSPOUT, AND GUTTER INSPECTION

SITE AND BLDG #: WV029-01

MECHANIC
SIGNATURE: 

DATE: Apr 12, 2023

LOCATION/RM #: WO# 12495 ASSET # G129

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							
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 materials) and any repairs exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the work performed.

To be performed by: General Maintenance Worker

Additional Notes:

