

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

SITE AND BLDG #: WV029-01

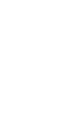
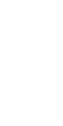
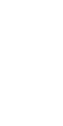
**MECHANIC
SIGNATURE:**



DATE: Apr 12, 2023

LOCATION/RM #: WO# 12495 **ASSET #** G129

START TIME: **FINISH TIME:**

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.									
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). For any repair exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the problem.

To be performed by: General Maintenance Worker

Additional Notes: