

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

**SITE AND BLDG #:** WV014-02

**MECHANIC  
SIGNATURE:**




*Andrew A. Ball*

**DATE:** Apr 10, 2023

**LOCATION/RM #:** WO# 12489 **ASSET #** G123

**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 INSPECT						
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 discription of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**