

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

SITE AND BLDG #: NY013 BLDG1

**MECHANIC
SIGNATURE:**

DATE: 11/2/22

LOCATION/RM #: BLDG1 **WO#** 19724 **ASSET #** 190917-,
127,128

START TIME: 11:30am

FINISH TIME: 12:30pm

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	✓		
2	Use care when working in high places.	✓		
3	Use safety line with harness if necessary.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
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 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: