

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

SITE AND BLDG #: WV002MECHANIC
SIGNATURE: Brian M. SmartDATE: 10-1-2025LOCATION/RM #: WO# 20262 ASSET # G104START TIME: 730FINISH TIME: 430

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 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 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: