

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

SITE AND BLDG #: WV006MECHANIC  
SIGNATURE:DATE: 10-14-2025LOCATION/RM #: WO#20268 ASSET # G110START TIME: 830 FINISH TIME: 430

CHECKPOINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	Use care when working in high places.			
2	Use safety line with harness if necessary.			
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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.			<b>No Access due to construction</b>
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 description of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**