

CMI Management Inc.

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

SITE AND BLDG #: WV007

MECHANIC SIGNATURE: Brian M. [Signature] **DATE:** 4-10-2026

LOCATION/RM #: WO# 21582 **ASSET #** G111

START TIME: 730 **FINISH TIME:** 430

| CHECK K | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS <small>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</small> |
|---|--|---------------|----|--|
| | | 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:

