

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

ROOF DRAINS, DOWNSPOUT, AND GUTTER INSPECTION

SITE AND BLDG #: WV009-01

MECHANIC

SIGNATURE: James R Groft JrDATE: 10/2/2025LOCATION/RM #: _____ WO# 20274 ASSET # G118

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.		x	
2	Use safety line with harness if necessary.		x	
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.		x	Site closed - No access due to Gov shut down.
2	Check drain strainers/screens for condition and proper installation.		x	
3	If downspouts have heaters, test, operate and correct deficiencies.		x	
4	Remove all trash, debris or unsecured material from roof area and gutters.		x	
5	Where downspouts discharge onto lower roofs, check if there has been any scouring of the surfacing.		x	
6	Check for missing or damaged splash blocks.		x	

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: