


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

SITE AND BLDG #: WV010-01  
LOCATION/RM #: 16835 ASSET # G120

MECHANIC SIGNATURE: *Rihanna A Barker* DATE: Oct 8, 2024  
START TIME: FINISH TIME:

| CHECK<br>K                                 | CHECKPOINT DESCRIPTION   | TASK COMPLETE                    |                       | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)             |
|--|--|----------------------------------|-----------------------|---|
|  |  | YES                              | NO                    |   |
| SPECIAL INSTRUCTIONS                       |  |                                  |                       |   |
| 1  | Use care when working in high places.  | <input checked="" type="radio"/> | <input type="radio"/> |  |
| 2  | Use safety line with harness if necessary.   | <input checked="" type="radio"/> | <input type="radio"/> |   |
| 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. | <input checked="" type="radio"/> | <input type="radio"/> |   |
| 2  | Check drain strainers/screens for condition and proper installation.   | <input checked="" type="radio"/> | <input type="radio"/> |   |
| 3  | If downspouts have heaters, test, operate and correct deficiencies.  | <input checked="" type="radio"/> | <input type="radio"/> |   |
| 4  | Remove all trash, debris or unsecured material from roof area and gutters.   | <input checked="" type="radio"/> | <input type="radio"/> |   |
| 5  | Where downspouts discharge onto lower roofs, check if there has been any scouring of the surfacing.                                      | <input checked="" type="radio"/> | <input type="radio"/> |   |
| 6  | Check for missing or damaged splash blocks.  | <input checked="" type="radio"/> | <input type="radio"/> |   |

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: