

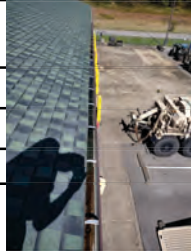
**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**ROOF DRAINS, DOWNSPOUT, AND GUTTER INSPECTION**

SITE AND BLDG #: WV010-02

LOCATION/RM #: WO# 16836 ASSET # G121

MECHANIC SIGNATURE: Rishaw A Barker DATE: Oct 8, 2024

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
2	Use safety line with harness if necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
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="checkbox"/>	<input type="checkbox"/>			
2	Check drain strainers/screens for condition and proper installation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
3	If downspouts have heaters, test, operate and correct deficiencies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
4	Remove all trash, debris or unsecured material from roof area and gutters.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
5	Where downspouts discharge onto lower roofs, check if there has been any scouring of the surfacing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
6	Check for missing or damaged splash blocks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

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:**