

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

SITE AND BLDG #: **WV010-02**LOCATION/RM #: **WO# 16836 ASSET # G121**

MECHANIC

SIGNATURE:

*Richard A Barker*DATE: **Oct 8, 2024**

START TIME:

FINISH TIME:

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.	•		
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:**