

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

SITE AND BLDG #: WV020-01

MECHANIC SIGNATURE: Rubén A. Banks **DATE:** Apr 20, 2023

LOCATION/RM #: WO#12491 **ASSET #** G125

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.	●					
2	Use safety line with harness if necessary.	●					
TO BE PERFORMED AT EACH I							
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: