

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

**SITE AND BLDG #:** WV024

**MECHANIC SIGNATURE:** Brian M. Smith **DATE:** 10-7-2025

**LOCATION/RM #:** WO# 20270 **ASSET #** G112

**START TIME:** 730 **FINISH TIME:** 430

| CHECK<br>K                                 | CHECKPOINT DESCRIPTION                                                                                                                   | TASK COMPLETE |    | NOTES/ ACTIONS<br><br>(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 INSPECTION SERVICE |                                                                                                                                          |               |    |                                                                             |
| 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:**

