



Roof Inspection Checklist

Item	Problem?		Remarks	Repairs:		
	Yes	No		Required?	Completed?	Completion Date
General Roof Conditions						
Roof Access	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	
Are all ladders, hatches properly functioning? Are ladders secured to walls/floors?				No <input type="checkbox"/>	No <input type="checkbox"/>	
Walkway Protection	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	
Walkways and roof access points should have walkway/walk pad protection installed.				No <input type="checkbox"/>	No <input type="checkbox"/>	
Debris	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	
Is debris present on the roof? This could be natural (leaves, branches, animal carcasses, etc.) or man-made (trash, abandoned equipment, etc.). All debris must be removed.				No <input type="checkbox"/>	No <input type="checkbox"/>	
Physical Damage (Holes, Cuts, Scrapes, etc.)	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	
Is physical damage present? This includes cuts, holes, scrapes, etc. Note locations on roof map.				No <input type="checkbox"/>	No <input type="checkbox"/>	
Structural Deformations	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	
Are structural deformations present? Examples are deck deformations, cracks in walls.				No <input type="checkbox"/>	No <input type="checkbox"/>	
Soft Spots	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	
Are any noticeable soft spots present? Note area(s) on roof map.				No <input type="checkbox"/>	No <input type="checkbox"/>	
Ponding	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	
Are there any areas of ponding water that may not dry within 24 hours of normal weather conditions? Note approximate size and location on roof map.				No <input type="checkbox"/>	No <input type="checkbox"/>	

Peeled Coating	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are there areas where coating is peeling? Is it more common at areas of ponding or around HVAC units? Note areas on roof map.						
Blistering	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are coating blisters present? Are they more pronounced in certain areas of the roof? Note excessive areas on roof map.						
Are any blisters ruptured?				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other						
	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Drainage Conditions						
Roof Drains and Scuppers						
Do all roof drains and scupper drains appear to be properly functioning? Are any holding water/debris?	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Gutter						
Does all gutter appear to be properly functioning? Is any rusted through? Are gutter seams leaking?	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Downspouts						
For downspouts that drain onto lower roof levels, do all have splash pans under them? Do any appear clogged with debris?	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other						
	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Roof Penetrations						
Pipes, Vents, Etc.						
Do all penetrations appear sealed and watertight?	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Pitch Pans, also called Penetration Pockets						
Pitch pans are notorious for leaking. Closely inspect all pitch pans for any defects. Note defects on map.	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Skylights - Domed						
Are skylights damaged/cracked? Is there condensation between the domes?	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Skylights – Metal Roofs						
Are any skylights cracked? Are fiber glass skylights old and deteriorated? Are fasteners sealed?	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other						
	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Rooftop Equipment (HVAC, Refrigeration, Exhaust, Ductwork, Etc.)						
Curb Mounted						
Are units level on their curbs? Are all side panels installed?	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Sleeper Mounted (Including Manufactured Supports)						
Are units set on wood sleeper supports that are minimum 4" wide? Are the supports properly placed under the units? Are protection pads under the supports?	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Ductwork						
Are any holes/openings present in roof-mounted ductwork? Do all joints appear watertight? Do duct supports rest on protection pads?	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other						
	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Service Lines (Condensation, Gas, Electrical, Etc.)						
Condensation Lines						
Are condensation lines connected to all HVAC units? Do they terminate at drains, scuppers, gutters, or extend off roof? If not, repairs are needed.	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other Service Lines						
Service lines such as condensation, gas, electrical, communication cables, etc., should not be touching the roof. All must be mounted on sleepers/supports with protection pads under them.	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other						
	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Sheet Metal Flashings						
Wall and Curb Counter Flashing						
Are all sheet metal counter flashings secured? Loose flashing should be properly attached. Missing flashings should be replaced.	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Rust and Corrosion						
Are any of the flashings rusted or corroded?	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
General						
All sheet metal overlaps and joints should be secured with screws or rivets and sealed with sealant. Note that sealant may be inside the overlap, and not visible.	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other						
	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Perimeter Edge Details						
Sheet Metal Coping						
Is sheet metal coping secured? Are any joints or laps open that could allow water intrusion?	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Stone or Tile Coping						
Are any cracked or broken? Is any of the sealant between coping pieces missing or deteriorated?	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Edge Metal (Gravel Guard, Drip Edge, Nosing, Etc.)						
Is the edge metal secured?	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the edge metal rusted or corroded so that water intrusion may occur?						
Parapet Walls						
Are there any cracks or other issues with the parapet walls that may allow water intrusion?	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other						
	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Expansion Joints and Area Divider Walls						
General						
Are expansion joints and area divider walls covered with sheet metal or flexible covers?	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do all joints appears to be sealed and watertight?	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other						
	<input type="checkbox"/>	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Attach roof map showing deficiencies, as needed.

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