



Roof Inspection Checklist

Bi-Annual Roof Maintenance Inspection Checklist

Building: _____

Roof Section: _____

Roofing System: _____

Warranty Term: _____

Applicator: _____

Completion Date: _____

Inspected By: _____

Inspection Date: _____

Were there changes, additions or new penetrations to the roof since last inspection? YES NO

If yes, indicate on roof plan and describe: _____

Is there any leakage? YES NO If yes, under what conditions? (Circle all that apply)

Light Rain
occurred on plan)

Heavy Rain

Wind-driven rain

Leaks continuously (Indicate where leaks

Were emergency or temporary repairs made? YES NO

If yes, indicate on roof plan and describe: _____

General Remarks: _____

ROOF SKETCH SYMBOLS

Use the following symbols when preparing a roof sketch:

P# - Photograph Number

X - Mechanical Drainage

CC - Coating Cracks

O - Roof Drains

DT - Flashing or Edge Treatment

TC - Thin Coating

CB - Coating Blister

Defect

P - Pinholes

S# - Slit Number

OS - Overspray

UC - Uncured Coatings

EX - Excessive Ponding

Comments: _____



Observations

	PROBLEM		OBSERVATIONS	PROBLEM	
	YES	NO		Owner/ Applicator	DATE
I. ROOF CONDITION					
A. GENERAL					
Debris					
Walkways					
Substrate					
Contaminants					
Leaks					
B. DRAINAGE					
Roof Drains					
Scuppers					
Gutters					
Downspouts					
Ponding					
C. COATING					
Bare Spots					
Blisters					
Adhesion					
Cracks					
Pinholes					
Mechanical Damage					
II. MEMBRANE					
Blisters					
Cracks					
Mechanical Damage					
Bird Damage					
Storm Damage					
Soft & Spongy					
Wet					
III. FLASHING					
Base Flashing					
Counter Flashing					
Coping					
Gravel Stop/Facia					
IV. PENETRATION					
Pipes					
A/C Units					
Vents Skylights					
Expansion Joints					
Ducts					
Walls					





Roof Sketch

Scale: 1 Square = ____ Square Feet

