



Routine Roof Inspection Checklist for Building Managers

Roof Area: _____ Inspector: _____ Date: _____

| | | | |
|--|---------------------|---|----------------------------|
| Reported leaks: | | Repairs / modifications since last inspection: | |
| Leaks occur: | Every time it rains | In wind-driven rain | During ice / snow build-up |
| LOW-SLOPE ROOFING | | STEEP-SLOPE ROOFING | |
| GENERAL OBSERVATIONS | | | |
| Debris on roof | | Debris on roof | |
| Evidence of ponding water | | Displaced shingle / tile / slate / panel | |
| Clogged drains / scuppers | | Missing shingle / tile / slate / panel | |
| Missing drain baskets | | Clogged gutters / conductor heads / leaders | |
| Physical damage | | Physical damage | |
| FIELD OF ROOF | | | |
| Membrane open laps / fishmouths / ridges | | Deteriorated roofing material | |
| Membrane punctures / cuts / tears | | Displaced / missing roofing component | |
| Surface alligatoring / cracking / blisters | | Dented, corroded, or cracked roof material | |
| Bare spots in gravel / coating | | Ice dams / icicles | |
| Protruding fasteners | | Exposed fasteners | |
| PERIMETER OF ROOF | | | |
| Deteriorated flashing material | | Deteriorated flashing material | |
| Flashing open laps / fishmouths / ridges | | Flashing open laps | |
| Flashing punctures / cuts / tears | | Flashing punctures / cuts / tears | |
| Flashing wrinkles / ridges | | Missing flashing materials | |
| EDGE METAL (Gravel Stops / Fascia / Copings) | | (Drip Edge / Rake / Ridge Caps / Counter-Flashing) | |
| Missing or displaced metal flashing | | Bent / damaged metal components | |
| Open metal laps / punctures | | Open seams / laps | |
| Missing fasteners | | Missing fasteners | |
| Rusting / deteriorated metal | | Rusting / deteriorated metal | |
| PENETRATIONS (Equipment Curbs / Skylights / Vent Pipes) | | | |
| Deteriorated flashing material | | Deteriorated flashing material | |
| Flashing open laps / punctures / tears / blisters | | Flashing open laps / cracking / punctures | |
| Metal counter-flashing missing / damaged | | Metal counter-flashing missing / damaged | |
| Sealant deterioration | | Sealant deterioration | |
| Equipment covers unsecured / missing | | Rusting / deteriorated metal | |
| ACCESSORIES | | | |
| Walkways damaged / displaced / missing | | Snow guards displaced / missing | |
| Guardrail post flashing / conduit support failures | | Snow rail assembly issues | |
| Skylight glazing and guard deterioration | | Skylight glazing and guard deterioration | |
| Antennas damaged / missing | | Antennas damaged / missing | |