



Roof Inspection Checklist

Roof Area: _____

Location: _____

Inspector: _____

Date: _____

1. Supporting Structures

Exterior and Interior Walls

	OK	DEFICIENCY	COMMENTS
A. Expansion/Contraction	☐	☐	
B. Settlement/Cracks	☐	☐	
C. Deterioration	☐	☐	
D. Moisture Stains	☐	☐	
E. Physical Damage	☐	☐	

Exterior and Interior Roof

	OK	DEFICIENCY	COMMENTS
F. Securement	☐	☐	
G. Expansion/Contraction	☐	☐	
H. Structural/Deterioration	☐	☐	
I. Water Stains	☐	☐	
J. Physical Damage	☐	☐	
K. Attachment of Felts/Insulation	☐	☐	
L. New Equipment/Alterations	☐	☐	

2. Roof Condition

General Appearance

	OK	DEFICIENCY	COMMENTS
A. Debris	☐	☐	
B. Drainage	☐	☐	
C. Physical Damage	☐	☐	
D. General Condition	☐	☐	
E. New Equipment	☐	☐	

Surface Condition

	OK	DEFICIENCY	COMMENTS
F. Bare Spots in Ballast	☐	☐	
G. Cracking/Splitting	☐	☐	
H. Contamination	☐	☐	

Membrane Condition

	OK	DEFICIENCY	COMMENTS
I. Blistering	☐	☐	
J. Splitting	☐	☐	
K. Ridging	☐	☐	
L. Unwelded Laps	☐	☐	
M. Punctures/Slices	☐	☐	
N. Adhesion to Substrate	☐	☐	
O. Fasteners	☐	☐	

3. Flashing Condition

Roof Area: _____

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Base Flashing

	OK	DEFICIENCY	COMMENTS
A. Punctures	☐	☐	
B. Deterioration	☐	☐	
C. Open Laps	☐	☐	
D. Attachment	☐	☐	
E. Ridging or Wrinkling	☐	☐	

Counter Flashing

	OK	DEFICIENCY	COMMENTS
F. Open Laps	☐	☐	
G. Punctures	☐	☐	
H. Attachment	☐	☐	
I. Rusting	☐	☐	
J. Fasteners	☐	☐	
K. Caulking	☐	☐	

Coping

	OK	DEFICIENCY	COMMENTS
L. Open Fractures	☐	☐	
M. Punctures	☐	☐	
N. Attachment	☐	☐	
O. Rusting	☐	☐	
P. Drainage	☐	☐	
Q. Fasteners	☐	☐	
R. Caulking	☐	☐	

4. Roof Edging/Fascia:

	OK	DEFICIENCY	COMMENTS
A. Splitting	☐	☐	
B. Securement	☐	☐	
C. Rusting	☐	☐	
D. Fasteners	☐	☐	
E. Punctures	☐	☐	

5. Roof Penetrations:

Equipment Base Flashing

	OK	DEFICIENCY	COMMENTS
A. Open Laps	☐	☐	
B. Punctures	☐	☐	
C. Attachments/Fasteners	☐	☐	

Equipment Housing

	OK	DEFICIENCY	COMMENTS
D. Counter Flashing	☐	☐	
E. Open Seams	☐	☐	
F. Physical Damage	☐	☐	
G. Caulking	☐	☐	
H. Drainage	☐	☐	

Equipment Operation

OK	DEFICIENCY	COMMENTS
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Roof Area: _____

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I.	Discharge of Contaminates	☐	☐	
J.	Excessive Traffic Wear	☐	☐	

Roof Jacks Vents

	OK	DEFICIENCY	COMMENTS
K. Attachment	☐	☐	
L. Physical Damage	☐	☐	
M. Vents Operable	☐	☐	

6. Expansion Joint Covers:

	OK	DEFICIENCY	COMMENTS
A. Open Joints	☐	☐	
B. Punctures Splits	☐	☐	
C. Rusting	☐	☐	
D. Securement	☐	☐	
E. Fasteners	☐	☐	

7. Pitch Pans:

	OK	DEFICIENCY	COMMENTS
A. Fill Material Shrinkage	☐	☐	
B. Attachment	☐	☐	

8. Other: (indicate deficiencies on roof plan)

	COMMENTS
A.	
B.	

9. Additional Observations:

ITEM	Repairs Required:	ASSIGNED TO	DUE DATE
Ex. 2B	Check When Completed		
☐			
☐			
☐			
☐			
☐			
☐			
☐			
☐			