

Roof Maintenance Inspection Checklist

Building # / Name _____

Inspectors Company / Name _____

Inspection Date _____

General Roof Conditions

Item	Conditions			Remarks or Action Taken	Roof Area	Roof Type
	Good	N/A	Poor			
Debris on Roof						
Drainage						
Physical Damage						
Walkways						
Equipment						
Other						

Condition of Structure

Item	Conditions			Remarks or Action Taken	Roof Area	Roof Type
	Good	N/A	Poor			
Parapet Walls						
Parapet Caps						
Sealant Condition						
Open Mortar Joints						
Spalling						
Efflorescence						
Other						

Condition of Roof Surface

Item	Conditions			Remarks or Action Taken	Roof Area	Roof Type
	Good	N/A	Poor			
Physical Damage						
Ballast						
Punctures						
Seam Failures						
Blisters						
Water Ponding						
Pitch Pans						
Fastener Issues						
Unadhered Areas						
Bridging						
Shingle Issues						
Metal Corrosion						
Other						

Condition of Roof Features

Item	Conditions			Remarks or Action Taken	Roof Area	Roof Type
	Good	N/A	Poor			
Facia						
Soffit						
Flashing						
Penetrations						
Roof Gutters						
Roof Drains						
Roof Vents						
Other						

General comments regarding roof condition, estimate of remaining life. Itemize repairs made/maintenance completed; include details of deficiencies, sketch of roof area, and before and after photos (including location identification).

Itemize remaining repairs/maintenance to be completed; include details of deficiencies, sketch of roof area, before photos, cost and scheduling estimates of repairs (including location identification).