

— COMMERCIAL & FACILITIES · PRINTABLE CHECKLIST

COMMERCIAL ROOF CAPITAL PLANNING CHECKLIST

Work through it once a year, ideally after the spring inspection, before capital requests are due.

Inventory

- ☐ List every building and roof section with its area
- ☐ Record the system, install year and number of layers for each section
- ☐ Note warranty holder, term and expiration for each section
- ☐ Keep the roof plan, drawings and past reports in one folder

Condition

- ☐ Attach the latest inspection findings for each section
- ☐ Note leaks since last year, with dates and weather
- ☐ Flag sections with ponding, open seams or flashing failures
- ☐ Schedule a moisture survey for sections headed for coating, recover or replacement

Decide the path

- ☐ Mark each section: maintain, repair, coat, recover or replace
- ☐ Confirm recover is allowed (not water-soaked; fewer than two existing roofs)

- ☐ Check whether replacement triggers insulation or drainage upgrades
- ☐ Confirm the coating manufacturer's requirements before budgeting a coating

Budget and timing

- ☐ Put each section in a year, not just a priority
- ☐ Add an escalation allowance for later years
- ☐ Include inspections and maintenance every year
- ☐ Plan work between late spring and early fall
- ☐ Set a date to request bids

General planning checklist, not professional advice. Follow your local code, your product instructions and your contractor's written contract.