

— COMMERCIAL & FACILITIES · PRINTABLE CHECKLIST

COMMERCIAL ROOF INSPECTION CHECKLIST

Use it for spring and fall walk-throughs. Only trained, fall-protected personnel should go on the roof.

Before going up

- ☐ Review the leak log since the last inspection
- ☐ Bring the roof plan and last report
- ☐ Confirm access, fall protection and a buddy

Field of the roof

- ☐ Blisters, splits, punctures or wrinkles
- ☐ Open seams or loose welds
- ☐ Ponding water or water stains after rain
- ☐ Debris, loose materials and foreign objects

Edges and flashings

- ☐ Perimeter edge metal secure
- ☐ Parapet and wall flashings attached and sealed
- ☐ Coping joints and sealant intact

- ☐ Membrane shrinkage pulling at edges

Penetrations and equipment

- ☐ Pipe boots and pitch pans filled and sealed
- ☐ HVAC curbs flashed and panels closed
- ☐ Condensate draining off the roof properly
- ☐ Service-traffic damage around units
- ☐ Skylights guarded and curbs sealed

Drainage

- ☐ Drains and strainers clear
- ☐ Scuppers and gutters open
- ☐ Downspouts connected and discharging away

After

- ☐ Photograph every finding
- ☐ Mark findings on the roof plan
- ☐ Rank each item: fix now, fix soon, monitor
- ☐ Update the budget and schedule repairs

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

