

— COMMERCIAL & FACILITIES · PRINTABLE CHECKLIST

COMMERCIAL ROOF SNOW AND ICE CHECKLIST

Review it in November and after every heavy snow. Only trained, fall-protected crews should work on a roof in winter.

Before winter

- ☐ Clear drains, strainers, scuppers and gutters
- ☐ Check heat trace where installed
- ☐ Seal open seams and flashings found in the fall inspection
- ☐ Mark drains and skylights so they can be found under snow

Watch during storms

- ☐ Drifts against parapets, walls and step-downs
- ☐ Snow piling around rooftop units and exhausts
- ☐ Ice forming at drains and edges
- ☐ Interior signs of stress: sagging, cracking, doors that stick

Snow removal

- ☐ Hire trained crews with fall protection
- ☐ Use plastic shovels; never chip ice off the membrane

☐ Leave a thin layer of snow to protect the roof

☐ Keep skylights marked and guarded

After thaw

☐ Look for leaks and stains inside

☐ Walk the roof for punctures from removal tools

☐ Check flashings and edges for ice damage

☐ Update the leak log and repair list

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