

— COMMERCIAL & FACILITIES · PRINTABLE CHECKLIST

# FLAT ROOF LEAK RESPONSE CHECKLIST

Post it in the maintenance office. Water on a flat roof travels before it drips.

## First hours

- ☐ Move people, equipment and inventory away
- ☐ Contain water; mark wet floors
- ☐ Shut off power where water nears electrical equipment
- ☐ Check the warranty for who to call first

## Document

- ☐ Mark the interior location on a floor plan
- ☐ Record date, time and weather (rain, wind, thaw)
- ☐ Note any recent rooftop work or new equipment
- ☐ Photograph interior damage

## Inspection

- ☐ Call a commercial roofer for your membrane type
- ☐ Ask for photos of the source and the temporary repair
- ☐ Ask whether a moisture survey is recommended

## Decide

☐ Repair if the source is isolated and insulation is dry

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☐ Consider coating if the roof qualifies

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☐ Consider recover or replacement if large areas are wet

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☐ Add findings to the five-year budget

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