

— COMMERCIAL & FACILITIES · PRINTABLE CHECKLIST

ROOF MAINTENANCE VISIT CHECKLIST

Hand this to your maintenance contractor so every visit covers the same work.

Every visit

- ☐ Clear drains, scuppers and gutters
- ☐ Remove debris and foreign objects
- ☐ Inspect and seal seams and flashings
- ☐ Check penetrations and equipment curbs
- ☐ Photograph every finding

Repairs

- ☐ Fix items under the pre-approved limit during the visit
- ☐ Before and after photos for every repair
- ☐ Get approval before anything over the limit
- ☐ Use manufacturer-approved materials

Report

- ☐ Date, crew and weather
- ☐ Roof map with findings marked

☐ Repairs done and cost

☐ Items to budget for next year

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