

— SCHOOLS & PUBLIC BUILDINGS · PRINTABLE CHECKLIST

MUNICIPAL BUILDING ROOF CHECKLIST

Use it to keep roofs on city halls, fire stations, libraries, garages and utility buildings on a predictable cycle.

Inventory

- ☐ List every building, roof section and area
- ☐ Record system, age and warranty for each
- ☐ Note critical uses: dispatch, emergency services, records
- ☐ Keep reports and drawings in one shared folder

Inspect

- ☐ Spring and fall inspections
- ☐ After major wind, hail and snow events
- ☐ Moisture surveys before big decisions
- ☐ Leak log kept by each building

Fund and bid

- ☐ Align projects with the budget year
- ☐ Check grant or bond timing that affects the start date
- ☐ Follow public bidding and prevailing wage rules where they apply

- ☐ Write one scope so bids compare

During work

- ☐ Keep emergency services running
- ☐ Protect records and equipment from leaks
- ☐ Public notice for noise, odor or parking changes
- ☐ Final inspection and warranty filing

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