

Roof Self-Inspection Form

Risk Control Services

This checklist will assist in the inspection and maintenance of your roof. Comments may be made at the bottom of the form. Inspection item key: ("Y"=Yes, "N"= No, "N/A"= Not Applicable).

Roof Surfaces:

	Y	N	N/A
Inspect for cracks, blisters, gaps, depressions and loose seams of roof membrane.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect for curled, cracked or loose shingles.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect for wind or hail damage, such as pock-marked, torn or missing shingles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect for roof ballast (stone covering) bare spots. Insure ballast is distributed evenly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect for and remove plant growth or debris. Make sure overhanging trees are trimmed back.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Roof Flashing and Coping:

Inspect for loose, separated or missing flashing or coping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect for flashing or coping that show signs of rust or deterioration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Roof Drains:

Inspect for standing water and ponding—an indication that water is not properly draining	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insure that the number and sizing of drains and downspouts provide adequate capacity for the roof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear any blockage and repair gutters and down spouts that are not in satisfactory condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect for and replace missing or cracked strainers on drains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect for and repair drain elevation and gutter and down spout pitch to insure proper flow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Roof Mounted Equipment:

Inspect for equipment that shows signs that it isn't properly secured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect for unstable chimneys, vent pipes or skylights.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect for and secure antennas and microwave dishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect for any penthouses that are not structurally sound.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect for unsecured or leaking air conditioning, heating equipment or cooling towers. It is recommended that stainless steel tie-downs/anchors be used on roofs to avoid corrosion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Roof Interior:

Inspect for decking that shows water stains or discoloration on the underside of decking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect for walls, columns or joists that are not straight or not structurally sound	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect for roof leaks and replace deteriorating, damp or mildewed insulation decking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect for water-stained suspended ceiling panels. Find and repair the leaks.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Emergency Planning:

Clear drains regularly, particularly after a heavy rain or snow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implement a procedure to remove excessive snow from the roof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear snow from around roof drains after snow storms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check roofs for ice buildup during the winter.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect the roof periodically throughout the year. Assign this task to someone and record findings.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Roof Age: _____ Inspection Date: _____ Inspected By: _____

Comments: _____

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