ANNUAL ROOF INSPECTION CHECKLIST

This is a checklist for an annual commercial roof inspection. It covers the walk itself and, just as importantly, what has to be recorded so that next year's inspection can be compared with this one.

A single inspection describes a roof. A series of them predicts one.

SET UP ONCE, THEN NEVER CHANGE IT

FIX	WHY
☐ A numbered roof plan	Every finding needs a location that survives the visit
☐ An area numbering scheme	By level, system or construction date
☐ A fixed walking route	Comparability depends on it
☐ Standing photograph positions	Marked on the plan, repeated every year
☐ A rating scale	Three levels, defined in the report
☐ A report structure	The same sections, in the same order, every year

THE ROOF

LOOK AT	WHAT A PROBLEM LOOKS LIKE
☐ Drainage	Blocked outlets, missing strainers, standing water, no overflows
☐ Perimeter and edge metal	Open joints, lifted sections, loose bars, staining below
☐ Upstands and parapets	Membrane pulling away, a gap at the top, a slumped corner
☐ Seams and laps	Edges lifting, dirt lines, steps, hand applied mastic
☐ Penetrations and collars	Split at the top, clamps missing, standing away from the pipe
☐ Curbs and flashings	Slipped, sealed with mastic at the corners, fixings through the membrane

LOOK AT	WHAT A PROBLEM LOOKS LIKE
☐ The open field	Splits, punctures, scuffs, blisters, dropped material
☐ Surfacing	Bare patches, granule loss, chalking, wear on the routes
☐ Walkways	Missing, worn, or ending short of where people walk
☐ Rooflights and hatches	Cracked, crazed, flashing lifted, a hatch not closing

THE EQUIPMENT

LOOK AT	WHAT A PROBLEM LOOKS LIKE
☐ Units and stands	Bearing on the membrane, pads moved or crushed
☐ Condensate discharge	Running onto the roof, a permanently damp patch
☐ Cable trays and conduit	Resting on the membrane, fixings through the roof
☐ Solar arrays and screens	Debris at the upwind edge, ballast moved, worn membrane
☐ Panels and covers	Open, propped, or no longer fastening
☐ Evidence of recent work	New fixings, offcuts, sealant, unexplained scuffs

INSIDE THE BUILDING

LOOK AT	WHAT A PROBLEM LOOKS LIKE
☐ Ceilings and finishes	New stains, stains that have grown, sagging tiles
☐ The deck where visible	Damp, rust lines, drips along a beam
☐ Insulation in the void	Damp, compressed, displaced or stained
☐ Plant rooms	Trays, buckets or diverters somebody has accepted
☐ Light fittings	Water near a fitting, which is a safety issue first
☐ Occupant reports	Where it dripped this year, and in what weather

THE RECORD

CAPTURE	WHY
☐ Findings against area numbers	So they can be found again and priced
☐ Two photographs per finding	Wide to place it, close to show it
☐ The standing photographs	Even where nothing is wrong, especially then
☐ A rating per area and per finding	A fair roof can carry an urgent detail
☐ What changed since last year	The most useful section in the report
☐ Actions taken since last year	Whether last year's findings were dealt with
☐ Remaining life, with its basis	Condition or age, in one word

WHAT TO DO WITH IT

1. **Walk the same route every year.** Comparability is the whole point.
2. **Take the standing photographs even when nothing is wrong.** Especially then.
3. **Write what changed, not only what is there.** Three sentences will do.
4. **Check last year's actions were done.** Findings repeat until somebody acts.
5. **Book next year's date before you file this year's report.** It stops being a decision.

Want the reasoning behind this? Read what an inspection program covers and what the service includes.

Walked by _____ Date _____ Roof _____