# RETAIL ROOF INSPECTION CHECKLIST

This is a roof inspection checklist for a retail center, a parade or a standalone store. It assumes tenant units under a shared roof, which is where most of the complications come from.

Read the leases before you go up. On this building type, responsibility is the first question and the roof is the second.

## BEFORE YOU GO UP

Establish from the leases who is responsible for which roof areas, who must be notified, and who may go on the roof at all. Take a roof plan marked with the unit boundaries.

Note which units have changed hands recently, and which have been fitted out in the last two years.

## THE TENANT PENETRATIONS

| LOOK AT | WHAT A PROBLEM LOOKS LIKE |
|---|---|
| ☐ Extract and refrigeration penetrations | Mastic as the only detail, a collar standing away |
| ☐ Curbs added for later units | Gaps at the corners, flashing slipped, upstand too low |
| ☐ Cable and data runs | Cut in later, resting on the membrane, fixings through the roof |
| ☐ Signage and fascia fixings | Driven through the edge detail or the upstand |
| ☐ Abandoned penetrations | Capped with whatever was to hand, then forgotten |
| ☐ Condensate discharge | Running onto the membrane, a permanently damp patch |

## THE SHARED ROOF

| LOOK AT | WHAT A PROBLEM LOOKS LIKE |
|---|---|
| ☐ Drainage | Blocked outlets, missing strainers, standing water, no overflows |
| ☐ Gutters and valleys | Debris, moss, sagging, open joints |
| ☐ Seams and laps | Edges lifting, dirt lines, hand applied mastic |
| ☐ Perimeter and edge metal | Open joints, lifted sections, loose bars, staining below |
| ☐ Parapet upstands | Membrane pulling away, a gap at the top |
| ☐ The open field | Splits, punctures, blisters, scuffs, dropped material |
| ☐ Walkways | Missing, or ending short of the equipment people service |
| ☐ Party walls between units | Upstands and flashings at a boundary nobody owns |

## THE EQUIPMENT

| LOOK AT | WHAT A PROBLEM LOOKS LIKE |
|---|---|
| ☐ Rooftop units by unit | Which tenant owns each one, and who services it |
| ☐ Unit bases and stands | Bearing on the membrane, pads moved or crushed |
| ☐ Grease extract, where present | Staining downwind, a greasy film, containment missing |
| ☐ Panels and covers | Open, propped, or no longer fastening |
| ☐ Vibration damage | Fixings worked loose, sealant cracked at a base |
| ☐ Evidence of recent work | New fixings, offcuts, sealant, unlogged access |

## INSIDE THE UNITS

| LOOK AT | WHAT A PROBLEM LOOKS LIKE |
|---|---|
| ☐ Sales floor ceilings | Stains, sagging tiles, water marks near a penetration |

| LOOK AT | WHAT A PROBLEM LOOKS LIKE |
|---|---|
| ☐ Stock rooms | Damage nobody has reported, often the first place it shows |
| ☐ Service corridors and plant | Trays, buckets, standing water |
| ☐ Shopfront and fascia junctions | Damp at the head of the shopfront |
| ☐ What the unit managers say | Where it drips, and in which weather |

## THE PAPERWORK

| KEEP | WHY |
|---|---|
| ☐ Leak history by unit | Three leaks over one unit is a case; three findings are not |
| ☐ A fit out roof procedure | The highest value document a retail landlord can write |
| ☐ A record of every penetration | Added to the plan when it is created, not found later |
| ☐ Lease responsibilities, summarized | So nobody has to read a lease during a leak |
| ☐ An out of hours contact route | Agreed before it is needed |

## WHAT TO DO WITH IT

1. **Read the leases first.** Responsibility is the first question on this building type.
2. **Walk the tenant penetrations as a separate pass.** This is where it leaks.
3. **Issue a roof procedure with every fit out pack.** One afternoon, enormous return.
4. **Inspect after every fit out.** Tie it to the final sign off.
5. **Keep the leak history by unit.** It is what funds remedial work.

Want the reasoning behind this? Read how building type changes the roof and what the inspection service covers.

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Walked by _____ Date _____ Roof _____