

SEMIANNUAL ROOF MAINTENANCE INSPECTION CHECKLIST

Location: _____ Date of Inspection: _____

Building: _____ Inspected By: _____

	OK	PROBLEM		RECOMMENDATION FOR REPAIR or ACTION TAKEN
		Minor	Major	
I. ROOF DECK				
Securement to supports				
Expansion				
Contraction				
Structural deterioration				
Water stains/rusting				
Physical damage				
Attachment of felts/insulation				
New equipment/alterations				
II. ROOF CONDITION				
A. <i>General Appearance</i>				
General condition				
Debris				
Drainage				
B. <i>Surface Condition</i>				
Bare spots in gravel				
Ballast displace				
Alligatoring/cracking				
Slippage				
C. <i>Membrane Condition</i>				
Blistering				
Splitting				
Ridging/wrinkling				
Fishmouthing				
Loose felts laps/seams				
Punctures				
Fastener backout				
Securement to substrate				
Membrane shrinkage				
Membrane slippage				

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III. FLASHING CONDITION	OK	PROBLEM		RECOMMENDATION FOR REPAIR or ACTION TAKEN
		Minor	Major	
A. <i>Perimeter Base Flashing</i>				
Punctures/tears				
Deterioration				
Blistering				
Open laps				
Attachment				
Ridging/wrinkling				
B. <i>Counterflashing</i>				
Open laps				
Punctures				
Attachment				
Rusting				
Fasteners				
Caulking				
C. <i>Coping</i>				
Open Façures				
Punctures				
Attachment				
Rusting				
Drainage				
Fasteners				
Caulking				
D. <i>Perimeter Walls</i>				
Mortar joints				
Spalling				
Movement cracks				
IV. EDGING & FASCIA				
Splitting				
Securement				
Rusting				
Felt Deterioration				
Fasteners				
Punctures				

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EDGING/FASCIA CONT'D	OK	PROBLEM		RECOMMENDATION FOR REPAIR or ACTION TAKEN
		Minor	Major	
V. ROOF PENETRATIONS				
A. <i>Equip. Base Flashing Curbs</i>				
Open laps				
Punctures				
Attachment				
B. <i>Equipment Housing</i>				
Counterflashing				
Open seams				
Physical damage				
Caulking				
Drainage				
C. <i>Equipment Operation</i>				
Discharge of contaminants				
Excessive traffic wear				
D. <i>Roof Jacks/Vents/Drains</i>				
Attachment				
Physical damage				
Vents operable				
Gutters/downspouts cleaned				
Drains cleaned				
Screens cleaned				
VI. EXPANSION JOINT COVERS				
Open joints				
Punctures/splits				
Securement				
Rusting				
Fasteners				
VII. PITCH POCKETS				
Fill material shrinkage				
Attachment				