

COMMERCIAL ROOF INSPECTION CHECKLIST

A Practical Guide for Annual Roof Evaluations



PROPERTY NAME: _____ DATE: _____ INSPECTOR: _____



ROOF ACCESS SAFETY NOTES

- Ensure safe access and walk paths.
- Use fall protection as required.
- Verify roof load limits before equipment access or inspections.
- Do not access roof during severe weather or high winds.

ACCESS METHOD:

- ☐ Roof Hatch ☐ Exterior Ladder
☐ Permanent Stair ☐ Other _____

WEATHER CONDITIONS:



DRAINAGE INSPECTION

- ☐ Drains are clear of debris and flowing freely
☐ No standing water greater than 48 hours
☐ Scuppers and overflow systems are clear
☐ Drain strainers intact and secure
☐ Positive slope to drains (no low spots)
☐ No evidence of water staining around drains

NOTES: _____



FLASHING INSPECTION

- ☐ All flashings are secure and intact
☐ No open laps, separations or gaps
☐ Counterflashing is sealed and secure
☐ No rust, corrosion or deterioration
☐ Wall and parapet flashings in good condition
☐ No signs of past or active leaks

NOTES: _____



MEMBRANE CONDITION

- ☐ Surface is clean and free of debris
☐ No blisters or soft areas
☐ No cracks, splits or tears
☐ Seams are secure and properly adhered/welded
☐ No alligatoring or excessive UV deterioration
☐ Membrane is compatible at transitions

NOTES: _____



ROOF PENETRATION

- ☐ Vents, pipes and conduits are secure
☐ All penetrations are sealed properly
☐ No gaps or voids in sealant
☐ No signs of water intrusion
☐ Boots, curbs and seals in good condition
☐ Penetration flashings intact

NOTES: _____



EQUIPMENT CURBS

- ☐ Curbs are secure and properly sealed
☐ No cracks or damage to curbs
☐ Equipment supports are stable
☐ No gaps in counterflashing
☐ Seals between equipment and curbs intact
☐ No signs of water intrusion

NOTES: _____



SIGNS OF WATER INTRUSION

- ☐ Interior stains on ceilings or walls
☐ Wet insulation or soft deck areas
☐ Rust on metal deck or structure
☐ Mold or mildew evidence
☐ Drips or water tracks
☐ Previous leak repairs noted

NOTES: _____



CONDITION RATING WORKSHEET

Rate each category below based on current observed condition. This helps determine the overall roof condition and remaining useful life.

CATEGORY	CONDITION RATING					COMMENTS / OBSERVATIONS
	(1 = Poor)	2 = Fair	3 = Good	4 = Very Good	5 = Excellent	
Drainage System	1	2	3	4	5	
Membrane Condition	1	2	3	4	5	
Flashings	1	2	3	4	5	
Penetrations	1	2	3	4	5	
Equipment Curbs	1	2	3	4	5	
Water Intrusion Indicators	1	2	3	4	5	
OVERALL ROOF CONDITION	1	2	3	4	5	



IMMEDIATE REPAIR LOG

Document any issues that require immediate attention.

LOCATION	ISSUE / DEFICIENCY	PRIORITY (H / M / L)	RECOMMENDED ACTION



PREVENTATIVE MAINTENANCE SCHEDULE

- ☐ Spring Inspection (Recommended)
☐ Fall Inspection (Recommended)
☐ Drain Cleaning (2x per year minimum)
☐ Debris Removal (Quarterly)
☐ Sealant & Flashing Check (2x per year)
☐ Membrane Cleaning (As needed)

NOTES: _____



REMAINING USEFUL LIFE NOTES

Estimated Remaining Useful Life:

- ☐ 0 - 5 Years ☐ 6 - 10 Years ☐ 11 - 15 Years ☐ 15+ Years

Factors Affecting Life:



CAPITAL PLANNING OBSERVATIONS

Considerations for Future Budgeting:

- _____
- _____
- _____
- _____



Early detection protects your building.
Regular roof inspections extend service life and reduce long-term costs.

