

ASPHALT ROOF SYSTEMS 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.



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: _____



ASPHALT SURFACE CONDITION

- ☐ Surface is clean and free of debris
- ☐ No blisters or soft areas
- ☐ No cracks, splits or tears
- ☐ Alligatoring (crazing) is minimal
- ☐ Granule coverage is adequate
- ☐ No signs of tracking or excessive wear

NOTES: _____



ROOF PENETRATIONS

- ☐ 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: _____

ACCESS METHOD:

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

WEATHER CONDITIONS:



MEMBRANE (ASPHALT) CONDITION

- ☐ Membrane is securely adhered
- ☐ No blisters or fishmouths
- ☐ No splits, cracks or tears
- ☐ No evidence of thermal stress
- ☐ No soft or spongy areas
- ☐ Surface is free of excessive wear

NOTES: _____



GRANULE SURFACE

- ☐ Granule coverage is adequate
- ☐ Minimal granule loss in high traffic areas
- ☐ No excessive granule accumulation in drains
- ☐ Worn areas are limited
- ☐ No exposed asphalt showing

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	
Asphalt Surface	1	2	3	4	5	
Flashings	1	2	3	4	5	
Penetrations	1	2	3	4	5	
Granule Surface	1	2	3	4	5	
Roof Details	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

- ☐ Debris Removal (Quarterly)
- ☐ Drain Cleaning (2x per year minimum)
- ☐ Flashing Inspection (2x per year)
- ☐ Sealant & Detail Check (2x per year)
- ☐ General Roof Inspection (Annually)

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:

- _____
- _____
- _____
- _____



Small issues today can become major expenses tomorrow.

Proactive inspections protect your investment and extend roof service life.



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