

Roof & Gutter Annual Inspection Checklist

General Inspection

- ☐ Check for visible damage (e.g., cracks, missing materials, rust, or dislodged tiles).
- ☐ Inspect for debris buildup, such as leaves, branches, or moss.
- ☐ Look for signs of water pooling or drainage issues.
- ☐ Assess the condition of flashing around chimneys, vents, and skylights.
- ☐ Examine the roof's alignment for sagging or structural issues.
- ☐ Check for animal nests or evidence of pest activity (e.g., birds, rodents, insects).

Roof Surface Inspection

Tin/Metal Roofs

- ☐ Inspect for rust, corrosion, or discoloration.
- ☐ Check for loose or missing screws, nails, or fasteners.
- ☐ Ensure seams and joints are properly sealed.
- ☐ Examine for paint peeling or fading, which may indicate the need for recoating.

Tile Roofs

- ☐ Check for cracked, chipped, or missing tiles.
- ☐ Ensure tiles are securely in place and free from shifting.
- ☐ Look for signs of moss or algae growth.
- ☐ Inspect underlayment (if visible) for signs of wear or exposure.

Flat Roofs (e.g., Rubber, TPO, Built-Up)

- ☐ Inspect for punctures, cracks, or blisters in the roofing membrane.
- ☐ Check seams and edges for signs of lifting or detachment.
- ☐ Ensure drains and scuppers are free of obstructions.
- ☐ Look for pooling water or inadequate slope.

Gutter and Downpipe Inspection

- ☐ Check for leaks, cracks, or sagging sections.
- ☐ Ensure gutters are securely attached to the fascia.

Flashing and Sealant

- ☐ Inspect flashing around chimneys, skylights, and vents for damage or lifting.
- ☐ Check for cracked or deteriorating sealant.
- ☐ Ensure flashing is securely fastened and aligned with the roof surface.

Roof Penetrations

- ☐ Inspect vent pipes, HVAC units, and satellite mounts for proper sealing.
- ☐ Check for rust, cracks, or wear around roof penetrations.
- ☐ Confirm that vent caps are intact and functional.

Final Steps

- ☐ Photograph and document areas of concern for future reference or repair planning.
- ☐ Provide a detailed inspection report to the homeowner, including recommendations.
- ☐ Schedule follow-up repairs or additional maintenance if necessary.