

Roof Maintenance Inspection Checklist

General Roof Information		
Type of Roof: Flat Sloped		
Today's Date: _____ Date Installed: _____ Date of Last Maintenance: _____		
Reason for Inspection: _____		
Name of Inspector/ Maintenance Personnel: _____		
Roofing Material	Composition Concrete Engineered Environmentally Friendly Hot Mopped Metal Slate Tile Wood Shingles/Shakes Other: _____ _____ _____ _____	
Physical, Visible Damage/ Structural Deformation		
Dirt, Rocks, Branches, Other Debris on Roof		
Water Damage, Drainage, Gutter Problems		
Additional Notes/ Roof Damage	_____ _____	
For Flat Roofs	Action: Repair/Replace	Comments/Notes
Roof Surface: Good, Fair, Poor		
Coating: Good, Fair, Poor		
Deformations: Holes, Punctures, Cracks, Active Leaks, Visible Weathering		
Other Notable Problems	_____	

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For Sloped Roofs	Action: Repair/Replace	Comments/Notes
Roof Surface: Good, Fair, Poor		
Asphalt Shingle/Tile/Shake, Slate: Missing/Curled/Bent/Worn/ Cracked		
Metal Roofs: Bent, Worn, Rusted, Corroded, Missing Panels/Fasteners		
Other Notable Problems	<hr/> <hr/> <hr/>	

Exterior Roofing			
Structural Component	Condition: Good, Fair, Poor	Repair/Replace	Comments/Notes
Chimneys			
Decking			
Dormers			
Drip Edges			
Fascia			
Gutters and Downspouts			
Hips			
Ridges			
Sheathing			
Skylights			

Soffit			
Starter Strips			
Underlayment			
Valleys			
Vents			
Other Components			
Interior Roofing			
Structural Component	Condition: Good, Fair, Poor	Repair/Replace	Comments/Notes
Ceiling Tiles			
Drywall			
Evidence of Leaks/Staining			
Insulation			
Rafters			
Roof Trusses			
Additional Notes/Comments	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		