

ROOF INSPECTION & MAINTENANCE CHECKLIST

(Spring Inspection – Post-Winter)

Spring Inspection (Post-Winter)

Date

TASK	STATUS
Walk the entire roof surface. Look for cracks, punctures, tears, blistering, or areas where the membrane is pulling away from the substrate.	
Inspect all seams and laps. Check for separation, fish-mouthing, or lifted edges (TPO, EPDM, PVC). Seam failure is the #1 source of leaks on single-ply roofs.	
Check for ponding water — any standing water that remains 48+ hours after rain indicates a drainage problem. Mark and photograph all ponding areas.	
Clear all drains, scuppers, and downspouts of debris, leaves, and sediment accumulated over winter. Test water flow through each drain.	
Inspect all gutters for damage, sagging, loose hangers, or blockages. Verify gutters are securely attached and draining properly.	
Examine all flashing around HVAC units, vents, pipes, skylights, and other roof penetrations. Look for cracks, gaps, lifted edges, or deteriorated sealant.	
Check coping caps, edge metal, and parapet walls for damage, loose fasteners, or gaps. High winds can peel back edge metal that was loosened over winter.	
Inspect any previous repairs or patches. Verify they are still intact and sealed.	
Look for freeze-thaw damage: cracked or split membrane, popped fasteners, displaced insulation (check for spongy/soft areas that indicate wet insulation beneath).	
Trim tree branches hanging over or near the roof. Branches scrape the membrane, drop debris, and provide pest access.	
Photograph all findings with a scale reference for contractor guidance. Note location on a roof diagram.	
<i>Additional Task:</i>	

Instructions:

Complete in March–April after the last freeze. This inspection catches damage from ice, snow load, and freeze-thaw cycles that occurred over winter. Ponding water (standing 48+ hours) is a serious concern on flat roofs — it accelerates membrane deterioration, adds structural load, and voids some warranties. Photograph every finding with location marked on a roof diagram.

ROOF INSPECTION & MAINTENANCE CHECKLIST

(Fall Inspection – Pre-Winter)

Fall Inspection (Pre-Winter)

Date

TASK	STATUS
Walk the entire roof surface again. Look for damage caused by summer heat, UV exposure, and storms.	
Check membrane for UV degradation: chalking, brittleness, or surface cracking (especially EPDM). UV damage accelerates in summer.	
Reinforce or reseal any membrane seams that show early signs of lifting or separation before the first freeze. Cold weather makes seam repairs difficult.	
Inspect all drains, scuppers, gutters, and downspouts. Clear all debris and verify unobstructed water flow. This is critical before snow and ice season.	
Check all flashing and sealant at penetrations, edges, and parapet walls. Reseal any cracked, dried, or deteriorated sealant before winter.	
Inspect coping caps and edge metal. Tighten or replace loose fasteners. Secure all edges against high-velocity winter winds.	
Check rooftop equipment (HVAC, exhaust fans, satellite dishes) for secure mounting. Vibration and wind can loosen mounting hardware over the year.	
Verify insulation dryness. Walk the roof and check for spongy or soft areas that feel different from the surrounding surface — this indicates moisture-saturated insulation from summer leaks.	
Clear the roof of all debris, leaves, dirt, and organic material. Debris traps moisture and accelerates membrane deterioration.	
Inspect roof access hatches, ladder safety posts, and fall protection anchors for secure mounting and condition.	
Schedule any needed repairs BEFORE winter. Most membrane repairs cannot be performed in cold weather (below 40–50°F depending on material).	
<i>Additional Task:</i>	

Instructions:

Complete in September–October before the first freeze. This inspection prepares the roof for winter by addressing everything that summer heat, UV, and storms have damaged. Most membrane repairs cannot be done in cold weather (below 40–50°F depending on material), so any needed repairs must be scheduled NOW. Clearing drains is especially critical – clogged drains plus snow and ice equals ponding, ice dams, and leaks.

ROOF INSPECTION & MAINTENANCE CHECKLIST

(Post-Storm Inspection)

Post-Storm Inspection

Date

TASK	STATUS
Inspect the roof as soon as it is safe to access after any severe weather event (hail, high wind, heavy rain, tornado, heavy snow).	
Walk the full roof surface. Look for new punctures, tears, membrane displacement, or impact damage from hail or flying debris.	
Check for lifted or peeled membrane edges, especially at corners and perimeters where wind uplift is greatest.	
Inspect all flashing, coping, and edge metal for displacement or damage caused by wind.	
Check all drains and gutters for blockages caused by storm debris. Clear immediately to prevent ponding.	
Look for damage to rooftop equipment: displaced HVAC components, broken vent caps, satellite dish mounting, exhaust fan housings.	
Check the building interior directly below the roof: look for ceiling stains, drips, wet insulation, or moisture on upper walls. Walk the entire top floor.	
Photograph all storm damage with date-stamped images for insurance documentation. Include wide shots for context and close-ups for detail.	
Contact your insurance carrier and roofing contractor promptly. Most policies require timely notification of storm damage.	
Do NOT attempt temporary repairs that could void your warranty or interfere with the insurance adjuster's assessment unless emergency containment is needed to prevent further interior damage.	
<i>Additional Task:</i>	

Instructions:

Inspect as soon as it is safe to access the roof after any hail, high wind, tornado, heavy rain, or heavy snow event. Time is critical for two reasons: (1) most insurance policies require timely notification of damage, and (2) unaddressed damage from one storm becomes exponentially worse in the next. Do NOT perform permanent repairs before the insurance adjuster inspects – temporary emergency containment to prevent interior damage is acceptable.

ROOF INSPECTION & MAINTENANCE CHECKLIST

(Annual Professional Inspection)

Annual Professional Inspection

Date

TASK	STATUS
Schedule a professional inspection by a licensed commercial roofing contractor at least once per year (NRCA recommendation).	<input type="checkbox"/>
Roofs over 10 years old: schedule professional inspections twice per year (spring and fall) plus post-storm.	<input type="checkbox"/>
Contractor performs a detailed assessment of the entire membrane: surface condition, seam integrity, material flexibility, and remaining service life.	<input type="checkbox"/>
Contractor inspects all penetration flashings, edge details, and waterproofing at walls, curbs, and equipment bases.	<input type="checkbox"/>
Contractor checks drainage system: roof slope, drain condition, scupper and gutter capacity, and identifies any ponding areas.	<input type="checkbox"/>
Contractor performs a moisture survey (infrared scan or core sample) to detect trapped moisture in insulation that isn't visible from the surface.	<input type="checkbox"/>
Contractor inspects the roof structure from below (if accessible): decking condition, fastener pullout, rusted connections, or sagging.	<input type="checkbox"/>
Contractor evaluates the overall roof system against the manufacturer's warranty requirements. Many warranties require documented annual inspections.	<input type="checkbox"/>
Contractor provides a written inspection report with findings, photographs, recommended repairs, priority classification, and estimated costs.	<input type="checkbox"/>
File the report and schedule recommended repairs before the next weather season.	<input type="checkbox"/>
<i>Additional Task:</i>	<input type="checkbox"/>

Instructions:

The NRCA recommends at least one professional inspection per year for all commercial roofs. Roofs over 10 years old should be inspected professionally twice per year. Infrared moisture surveys can detect trapped moisture beneath the membrane that is invisible from the surface. Many manufacturer warranties require documented annual professional inspections – missing this can void your warranty entirely.

ROOF INSPECTION & MAINTENANCE CHECKLIST

(Interior Checks & Rooftop Equipment)

Interior Checks & Rooftop Equipment

Date

TASK	STATUS
Walk the top floor and inspect ceilings, walls, and around windows for water stains, discoloration, bubbling paint, or mold.	<input type="checkbox"/>
Check around all roof penetration points from the interior: HVAC ductwork, plumbing stacks, electrical conduits, and skylight frames.	<input type="checkbox"/>
Inspect the attic or roof cavity (if accessible) for daylight penetration, moisture, wet insulation, or signs of condensation.	<input type="checkbox"/>
After heavy rain, re-check the interior for new leaks or moisture that may not have been present during dry weather.	<input type="checkbox"/>
Inspect rooftop HVAC equipment: check that mounting supports and curbs are watertight. Vibration can crack flashing over time.	<input type="checkbox"/>
Check rooftop exhaust fans and vent caps for secure mounting and proper flashing seals.	<input type="checkbox"/>
Verify that all rooftop equipment access walkways or pads are in place and undamaged. Foot traffic on unprotected membrane causes punctures.	<input type="checkbox"/>
Confirm that all rooftop safety equipment (fall protection anchors, guardrails, warning lines) is present and in good condition.	<input type="checkbox"/>
<i>Additional Task:</i>	<input type="checkbox"/>

Instructions:

Interior checks should be performed with every roof inspection and after every heavy rain. A leak can travel a considerable distance between the point of entry on the roof and where it appears on the interior ceiling. Always check around penetration points first. Foot traffic on unprotected membrane is a leading cause of punctures – use designated walkway pads.

ROOF INSPECTION & MAINTENANCE CHECKLIST

Documentation and Compliance

Date

TASK	STATUS
Maintain a roof inspection log: date, inspector name, weather conditions at time of inspection, and findings for each visit.	<input type="checkbox"/>
File all professional inspection reports with photographs, repair recommendations, and priority classifications.	<input type="checkbox"/>
Keep a record of all repairs: date, contractor, location on roof, materials used, and warranty on the repair work.	<input type="checkbox"/>
Retain the original roof installation records: manufacturer, membrane type, installation date, and warranty terms.	<input type="checkbox"/>
Document all warranty-required maintenance. Many manufacturer warranties are voided if annual inspections are not documented.	<input type="checkbox"/>
File all storm damage records with date-stamped photographs. Keep copies of insurance claims and adjuster reports.	<input type="checkbox"/>
Maintain a roof diagram showing drain locations, penetrations, equipment placement, and areas of previous repairs.	<input type="checkbox"/>
Retain all roof maintenance records for the life of the roofing system for warranty claims, insurance, and property sale documentation.	<input type="checkbox"/>
<i>Additional Task:</i>	<input type="checkbox"/>

Instructions:

Roof maintenance records are critical for three reasons: warranty compliance (many manufacturers void coverage without documented annual inspections), insurance claims (adjusters require maintenance history after damage claims), and property valuation (buyers and lenders review roof condition reports during due diligence). Keep all records for the life of the roofing system.