

## Sample Roof Inspection Checklist

Campus: \_\_\_\_\_ Building: \_\_\_\_\_  
 Roof Type: \_\_\_\_\_ Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

### I. Building Interior – Walk the entire building interior, checking ceilings, walls, and roof decking.

What to Look for	Yes	No	N/A	Notes & Recommended Action
Stained ceiling tile				
Stained or discolored walls				
Cracked walls				
Stained roof deck				
Damaged roof deck				
Mold or mildew				

### II. Building Exterior – Walk the entire building exterior, checking walls, foundation, and roof perimeter.

What to Look for	Yes	No	N/A	Notes & Recommended Action
Stained walls				
Cracked walls				
Holes or missing mortar				
Damaged downspouts				
Damaged gutters				
Damaged or missing coping				
Overgrown vegetation				
HVAC unit damage				

### III. Roof Perimeter - Walk the entire perimeter and check the following:

What to Look for	Yes	No	N/A	Notes & Recommended Action
Loose or missing metal, fascia, or coping				
Loose or missing flashing				
Water leaks				
Cracked or sunken caulking				
Loose or missing fasteners				
Bare spots missing ballast				

**IV. Field of Roof – Walk the open field and check the following:**

<b>What to Look for</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Notes &amp; Recommended Action</b>
Cracks, abrasions, or fractures				
Loose or delaminated seams				
Bubbling or blistering				
Cracked or sunken caulking				
Loose, protruding, or missing fasteners				
Bare spots missing ballast				
Soft or spongy areas				
Standing or ponding water				
Surface dirt or debris				
Damaged or failing pipe supports				
Roof traffic issues or damage				
Corroded metal panels				
Missing or damaged metal panels				
Mildew or fungus				
Missing or damaged shingles				

**V. Penetrations**

<b>What to Look for</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Notes &amp; Recommended Action</b>
Loose or missing flashing				
Water leaks				
Trapped moisture				
Cracked or sunken caulking				
Loose or missing draw bands				
Loose or damaged equipment				

## VI. Drainage System

What to Look for	Yes	No	N/A	Notes & Recommended Action
Obstructed gutters, scuppers, or drains				
Damaged gutters, scuppers, or drains				
Loose or missing flashing				
Loose or damaged seals				
Leaf litter or vegetation				

## VII. HVAC Units

What to Look for	Yes	No	N/A	Notes & Recommended Action
Missing or damaged drain lines				
Supported drain lines				
Water leaks or drainage issues				
Pest damage or infestation				
Damaged or missing flashing				
Leaking oil or contaminants				
Membrane holes or punctures				

## IX. Other

What to Look for	Yes	No	N/A	Notes & Recommended Action
Damaged stairs, ladders, or railings				
Debris or trash				
Maintenance tools or supplies				
Unwanted access or vandalism				
Damaged expansion joints				
Loose or dangling cables				