

Roof systems can deteriorate for a variety of reasons, including normal wear, inclement weather, improper design, poor construction quality, and lack of maintenance.

Regular roof inspections will lead to early detection of potential issues, thus reducing the probability of damage to the building and its finishes, damage to equipment and stock, interruption to business operations, and bodily injury to building occupants.

It is recommended that this checklist be completed monthly.

Anything selected as **“Yes”** should be accompanied with details under **“Action Required.”**

This checklist should be retained on file as long as necessary, usually a minimum of two years, to assist in defence against potential claims. This checklist should also be stored in an electronic database that is backed up at regular intervals.

General Information							
Facility name							
Date of inspection							
Street address		City		Province		Postal code	
Completed by				Title			
Email address				Phone number			

General Surface Conditions	Yes	No	N/A	Action Required
Physical damage				
Structural deformation (i.e. sagging, etc.)				
Debris accumulations (i.e. fallen branches, refuse, etc.)				
Excessive snow and/or ice build-up				
Overhanging tree limbs				

Flat Roof Surfaces (if applicable)	Yes	No	N/A	Action Required
Deterioration of coating or covering				
Loss of granular materials (i.e. gravel, etc.)				
Water ponding or evidence of past water ponding				
Drain blockages				
Punctures				
Cracks				
Blisters				
Plant and/or grass growth				
Other concerns				

Sloped Roof Surfaces (if applicable)	Yes	No	N/A	Action Required
Shingle Surfaces				
Missing				
Buckling				
Cracking				
Mold				
Moss				
Other concerns				
Metal Surfaces				
Rust and/or corrosion				
Concerns with fasteners (i.e. missing, deteriorated, etc.)				
Other concerns				
Gutters				
Accumulation of debris (i.e. fallen branches, refuse, etc.)				
Plant and/or grass growth				
Ice accumulations (damming)				
Shingle granule accumulations				
Other concerns				

Roof Features	Yes	No	N/A	Action Required
Fascia concerns (i.e. missing, loose, deteriorated, etc.)				
Soffit concerns (i.e. missing, loose, deteriorated, etc.)				
Flashing concerns (i.e. missing, loose, deteriorated, etc.)				
Chimney concerns (i.e. loose, cracked, etc.)				
Skylight concerns (i.e. deteriorated seals, cracked glass, etc.)				
Fall arrest anchor concerns				
Parapet wall concerns				
Other concerns				

Attics (if applicable)	Yes	No	N/A	Action Required
Water stains				
Water leaks				
Visible mold				
Poor ventilation				
Insulation concerns (i.e. wet, soggy, moldy, etc.)				
Excessive heat				
Other concerns				

Ceiling and Interior Wall Surfaces	Yes	No	N/A	Action Required
Water stains				
Water leaks				
Visible mold				
Cracks				
Deteriorated finishes				
Other concerns				

Roof Plan / Sketch (if applicable)
Use this area to outline issues observed during inspection, building dimensions, roofing materials, and other items noted on the roof surface.

Summary
Use this area to describe the overall roof condition, changes from the previous inspection, areas of concern, and any follow-up actions that are required.