

Risk Control: Roof Inspection Checklist

Roof inspections are a critical piece of preventive maintenance. Hire a contractor to perform both inspections and repairs whenever possible, as they may be able to perform repairs at the time of inspection in order to save money. Roofs should be inspected twice a year, preferably in late fall and late spring. Please only inspect flat roofs, and stay away from the roof edge. Only trained maintenance staff should perform inspections.

| Entity Name: | | | Employee Name: | | | Date: | |
|--|-----|----|----------------|----------------------|-------------|----------------|----------------|
| Inspection Item | Yes | No | N/A | Repair/Action Needed | Assigned To | Repair-By Date | Date Completed |
| Roof is free of any items such as frisbees, balls, or litter? | | | | | | | |
| Are tree limbs trimmed to prevent damage to the roof during windstorms and to help reduce leaves in gutters? | | | | | | | |
| Are all areas around HVAC equipment properly sealed, with flashing in good condition? | | | | | | | |
| Are all gutters, drains, and downspouts clear and functioning properly? | | | | | | | |
| Is the roof free of any ponding, and low spots that could cause standing water? | | | | | | | |
| Is the roof free of depressions that could indicate a water leak or failure of some kind? | | | | | | | |
| Are adjoining walls near elevated sections free of cracks? | | | | | | | |
| Is the roof free of any damage caused by snow removal or from the weight of snowdrifts? | | | | | | | |
| Have areas of the roof line that are prone to ice dams been adequately protected with additional weather shielding or heat tape? | | | | | | | |
| Comments: | | | | | | | |

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