Roof inspection checklist

Commercial roofs

01 The visit

Building and roof area

Date

Checked by (printed name)

02 Access, edges and skylights

4 checks

CHECK	OK	FAIL	NOTE
Hatch or roof door	☐	☐	
Guardrails (OSHA 1910.29) and anchors (maker's manual)	☐	☐	
Skylights (OSHA 1910.28(b)(3))	☐	☐	
Walkway pads to equipment	☐	☐	

03 The field of the roof

8 checks

CHECK	OK	FAIL	NOTE
Standing water	☐	☐	
Membrane surface	☐	☐	
Blisters and wrinkles	☐	☐	
Built-up and modified bitumen	☐	☐	
Ballast	☐	☐	
Underfoot	☐	☐	
Metal panels	☐	☐	
Debris	☐	☐	

04 Seams, flashing and penetrations

6 checks

CHECK	OK	FAIL	NOTE
Seams and laps (run a blunt, rounded tool along them)	☐	☐	
Base flashing at walls, parapets and curbs	☐	☐	
Counterflashing, coping and edge metal	☐	☐	
Pipe boots and vents	☐	☐	
Pitch pans	☐	☐	
Expansion joints	☐	☐	

05 Drains, scuppers and gutters

3 checks

CHECK	OK	FAIL	NOTE
Roof drains	☐	☐	
Overflow drains and scuppers	☐	☐	
Gutters and downspouts	☐	☐	

06 Rooftop equipment and curbs

6 checks

CHECK	OK	FAIL	NOTE
Equipment curbs	☐	☐	
Access panels	☐	☐	
Condensate lines	☐	☐	
Kitchen exhaust fans	☐	☐	
Pipe and conduit supports	☐	☐	
Equipment no longer used	☐	☐	

07 From inside, below the roof

4 checks

CHECK	OK	FAIL	NOTE
Ceiling tiles and the underside of the deck	☐	☐	
Roof drain pipes inside	☐	☐	
Top-floor walls under parapets	☐	☐	
Leaks reported since the last round	☐	☐	

08 Defects and sign-off

Defects found, or no defects

Work orders written

Signature