

## 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 of Inspection:		
Inspection Item	Yes	No	N/A	Repair or Action Needed	Assigned to	Repair-By-Date	Date Completed
Are any items on the roof, such as Frisbee discs, balls, litter, etc.?							
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?							
Are there noticeable tears, punctures, blisters or splitting of the seams?							
Is there any ponding, or are there low spots that are causing standing water?							
Are there any depressions in the roof that indicate a water leak or failure of some kind?							
Are there any cracks in the walls near adjoining walls from higher elevated sections of buildings?							
Has there been any damage from the winter during 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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