



# Roofiversary Inspection Checklist

## WHERE TO LOOK - INSPECTION & ACTION ITEMS

- Exterior Walls
- Signs of leaks
- Staining
- Cracks or missing mortar
- Interior Walls Signs of leaks
- Ceiling Signs of leaks
- Attic Roof Deck
- Deterioration
- Biological growth
- Roof Edge Deterioration
- Attachment
- Paint peeling
- Rusted metal
- Re-caulk as necessary
- Expansion Joints
- Excessive movement
- Field of Roof
- Soft areas
- Damage or deficiencies
- Penetrations
- Drainage System
- Clean out scuppers and Drains
- Clean out gutters and downspouts
- Make sure drains are working
- Curb Flashings
- Check attachment
- Check counter-flashings
- Check top flashing
- HVAC Units
- Check ductwork
- Verify that doors are secure
- Pipes
- Sheet metal
- Stands and bases
- Surface contamination
- Vandalism
- Wind damage
- Overburden
- Roof needs cleaning
- Excess wear
- Signs of roof traffic
- Uplifting decking

Building Address: \_\_\_\_\_

Inspection By: \_\_\_\_\_

Inspection Date: \_\_\_\_\_