

**MAINTENANCE GUIDEBOOK V  
ROOF AND WATERPROOFING MAINTENANCE  
APPENDIX B - ROOF INSPECTION FORM**

ROOF INSPECTION FORM

Name of HA: \_\_\_\_\_ Date \_\_\_\_\_  
 Name of Development: \_\_\_\_\_  
 Development No: \_\_\_\_\_  
 Building \_\_\_\_\_ Building No. \_\_\_\_\_  
 Address \_\_\_\_\_ Inspector(s) \_\_\_\_\_  
 Number of Floors: \_\_\_\_\_  
 Roof Area (Squares): \_\_\_\_\_ (1 Square = 100 SQ. FT.)  
 Type of Deck: \_\_\_\_\_ Roof Type: (Low Slope, Steep Slope)

Roofing System Description: (Brief) \_\_\_\_\_

Installation Date: \_\_\_\_\_  
 Installation Contractor: \_\_\_\_\_  
 Warranty Expiration Date: \_\_\_\_\_

**FIRST PHASE - INTERIOR INSPECTION**

Reported Leaks: (Yes/No) Locations: \_\_\_\_\_

WALLS	Location	COMMENT/DIAGRAM
Cracking _____	_____	
Moisture Stains _____	_____	Wet/Dry
Deterioration _____	_____	
Physical Damage _____	_____	
Potential Leak _____	_____	
Source(s) _____	_____	
Other _____	_____	

CEILING	Location	
Cracking _____	_____	
Moisture Stains _____	_____	Wet/Dry
Deterioration _____	_____	
Physical Damage _____	_____	
Other _____	_____	
Potential Leak _____	_____	
Source(s) _____	_____	

Pipe/Drain Insulation (Yes/No) Condition: \_\_\_\_\_

STRUCTURAL DECK (UNDERSIDE)	Location	
Cracking _____	_____	
Moisture Stains _____	_____	Wet/Dry
Deterioration _____	_____	
Physical Damage _____	_____	
Other _____	_____	
Potential Leak _____	_____	
Source(s) _____	_____	

Securement to Supports: \_\_\_\_\_

Sagging/Deflection: \_\_\_\_\_

Expansion Joints: \_\_\_\_\_

Insulation Fasteners Visible: (Yes/No) Deterioration: \_\_\_\_\_

**SECOND PHASE - EXTERIOR INSPECTION**

<u>WALLS</u>	<u>Location</u>	<u>COMMENT/DIAGRAM</u>
Settlement Cracks (Yes/No)	_____	_____
Expansion/Contraction (Yes/No)	_____	_____
Moisture Stains (Yes/No)	_____	_____
Deterioration (Yes/No)	_____	_____
Physical Damage (Yes/No)	_____	_____
Other (Yes/No)	_____	_____
Gutter Damage (Yes/No)	_____	_____
Downspout Damage (Yes/No)	_____	_____
Surface Drainage (Good/Fair/Poor)	_____	_____

<u>ROOF</u>	<u>Location</u>
General Appearance (Good/Fair/Poor)	_____
Debris (Yes/No)	_____
Drainage (Ponding/Stains)	_____
Physical Damage (Yes/No)	_____

**THIRD PHASE - ROOF INSPECTION**

Locate Areas of Leaks and Interior Damage Per Interior Inspection

Flashing Condition

Base Flashing

- Height
- Base/Membrane Joint
- Open Laps/Seams
- Attachment
  - Top Edge
  - To Wall
  - At Cant
- Deterioration
- Ridging/Wrinkling
- Other

Counterflashing

- Attachment
  - Fasteners
- Rusting/Deterioration
- Caulking (Surf. Mtd)
- Mortar Joint (Reglet)
- Other

Drainage

- Obstructions/Depressions
- Gutters & Leaders
  - Debris
  - Attachment
- Roof Drains
  - Debris
  - Flashing
  - Clamping Rings
  - Drain Domes
- Roof Drains
  - Ponding
- Scuppers
  - Debris
  - Ponding
  - Stripping

Roof Edge/Fascia

- Metal Deterioration (Yes/No) Extent: \_\_\_\_\_
- Felt Deterioration (Yes/No)
- Loose/Missing (Yes/No) Extent: \_\_\_\_\_
- Splits at Joints (Yes/No) Extent: \_\_\_\_\_
- Other

Coping

- Open Joints (Yes/No) (Mortar/Sealant) Extent: \_\_\_\_\_
- Loose/Missing (Yes/No) Extent: \_\_\_\_\_
- Metal Deterioration: (Yes/No) Extent: \_\_\_\_\_
- Masonry/Concrete Deterioration (Yes/No) Extent: \_\_\_\_\_
- Fasteners:
  - Deterioration
  - Securement
  - Other

Membrane

- Check Observations of type with Historical Data File Patches:
  - Surface Deterioration (Yes/No) Extent: \_\_\_\_\_
  - Edge/Seals (Good/Fair/Poor) Extent: \_\_\_\_\_
- Bare Spots (Yes/No)
- Alligatoring
- Slippage
- Ultra-violet Degradation
- Splitting
- Ridging
- Fishmouths
- Seams
- Walkways
- Coating
- Fasteners
- Securement

Expansion Joints

Open Joints  
Punctures/Splits  
Securement  
Rusting  
Fasteners

Roof Penetrations

New Equipment Locations  
Abandoned Equipment Locations  
Equipment Base Flashing  
Open Laps/Seams  
Punctures  
Attachment  
Other  
Equipment Housing  
Counterflashing  
Open Seams  
Rusting  
Physical Damage  
Caulking  
Drainage  
Other  
Equipment Operation  
Discharge of Contaminants  
Excess Traffic Wear  
Other  
Equipment Supports  
Blocking drainage  
Adequate Height  
Physical Damage

Pitch Pans

Stripping  
Filler  
Penetration

Vent Pipes

Stripping  
Cap/Top Seal

Walls/Parapets

Mortar Joints  
Spalling  
Movement Cracks  
Other