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: _________________________________________________________________

<table>
<thead>
<tr>
<th>WALLS</th>
<th>Location</th>
<th>COMMENT/DIAGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cracking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moisture Stains</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deterioration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Damage</td>
<td></td>
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<tr>
<td>Potential Leak</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Source(s)</td>
<td></td>
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<tr>
<td>Other</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>CEILING</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Cracking</td>
<td></td>
<td>Wet/Dry</td>
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<tr>
<td>Moisture Stains</td>
<td></td>
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<tr>
<td>Deterioration</td>
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<tr>
<td>Physical Damage</td>
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<td>Other</td>
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<tr>
<td>Potential Leak</td>
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<tr>
<td>Source(s)</td>
<td></td>
<td></td>
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<tr>
<td>Pipe/Drain Insulation</td>
<td>(Yes/No)</td>
<td>Condition: ______</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STRUCTURAL DECK (UNDERSIDE)</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cracking</td>
<td></td>
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<tr>
<td>Moisture Stains</td>
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<td>Deterioration</td>
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<td>Physical Damage</td>
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<td>Other</td>
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<tr>
<td>Potential Leak</td>
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<tr>
<td>Source(s)</td>
<td></td>
</tr>
<tr>
<td>Securement to Supports</td>
<td></td>
</tr>
<tr>
<td>Sagging/Deflection</td>
<td></td>
</tr>
<tr>
<td>Expansion Joints</td>
<td></td>
</tr>
<tr>
<td>Insulation Fasteners Visible: (Yes/No) Deterioration: _______</td>
<td></td>
</tr>
</tbody>
</table>
SECOND PHASE - EXTERIOR INSPECTION

<table>
<thead>
<tr>
<th>WALLS</th>
<th>Location</th>
<th>COMMENT/DIAGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Settlement Cracks</td>
<td>(Yes/No)</td>
<td></td>
</tr>
<tr>
<td>Expansion/Contraction</td>
<td>(Yes/No)</td>
<td></td>
</tr>
<tr>
<td>Moisture Stains</td>
<td>(Yes/No)</td>
<td></td>
</tr>
<tr>
<td>Deterioration</td>
<td>(Yes/No)</td>
<td></td>
</tr>
<tr>
<td>Physical Damage</td>
<td>(Yes/No)</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>(Yes/No)</td>
<td></td>
</tr>
<tr>
<td>Gutter Damage</td>
<td>(Yes/No)</td>
<td></td>
</tr>
<tr>
<td>Downspout Damage</td>
<td>(Yes/No)</td>
<td></td>
</tr>
<tr>
<td>Surface Drainage</td>
<td>(Good/Fair/Poor)</td>
<td></td>
</tr>
</tbody>
</table>

ROOF

<table>
<thead>
<tr>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Appearance (Good/Fair/Poor)</td>
</tr>
<tr>
<td>Debris (Yes/No)</td>
</tr>
<tr>
<td>Drainage (Ponding/Stains)</td>
</tr>
<tr>
<td>Physical Damage (Yes/No)</td>
</tr>
</tbody>
</table>

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)
  - Seams
  - Walkways
  - Coating
  - Fasteners
  - Securement
- Alligatoring
- Slippage
- Ultra-violet Degradation
- Splitting
- Ridging
- Fishmouths
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