

CHECKLIST | COMMERCIAL ROOF INSPECTION

Presented by Highpoint Insurance Group

To avoid potential water damage at your facility and to extend the lifespan of your roof, regular inspections are crucial. In fact, roof inspections can identify problem areas before they become major issues, helping you save money and avoid costly repairs down the line. This checklist can be used when creating your roof inspection program.

GENERAL INFORMATION		
<i>Date of inspection:</i>	<i>Building name:</i>	<i>Address:</i>
<i>Year the roof was installed:</i>	<i>Type of Roof:</i>	<i>Inspector:</i>

REASON FOR INSPECTION	
Annual inspection	<input type="checkbox"/>
Severe weather, including: <ul style="list-style-type: none">- Wind- Lightning- Hail- Snow- Flooding- Rain	<input type="checkbox"/>
Other:	<input type="checkbox"/>
Comments:	

Inspection for Common Issues – Interior

INSPECTION ITEM	ISSUES FOUND			REMARKS/ACTIONS NEEDED
	YES	NO	N/A	
Are there any water-stained ceiling tiles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do any of the interior wall surfaces have discoloration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there evidence of deformation in the walls, such as raised or deteriorating areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there evidence of leaking around windows, such as deterioration or discoloration of the finishes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there evidence of rust or other deterioration on structural roof components, such as roof decking and or joists?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there mold on building surfaces that could indicate water damage from the roof?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Inspection for Common Issues – Exterior

INSPECTION ITEM	ISSUES FOUND			REMARKS/ACTIONS NEEDED
	YES	NO	N/A	
Is there any standing water on the roof surface 24 hours after a weather event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the roof surface have any discoloration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is any of the flashing loose, buckled or damaged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there evidence of leaking around windows, such as deterioration or discoloration of the finishes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there evidence of rust or other deterioration on structural roof components, such as roof decking and or joists?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there mold on building surfaces that could indicate water damage from the roof?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Are gutters, downspouts or storm drains blocked with debris?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there evidence of debris accumulation on the roof deck?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any apparent cracks, gaps or damage to gutters, downspouts and storm drains?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there evidence of microbial growth or water damage on the roof deck or any rooftop surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there evidence of bird, rodent or insect infestations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the seals on the roof deck cracked or broken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the flashing systems sealed properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you notice any wall damage, particularly cracks or gaps?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you notice any signs of microbial growth on the HVAC system or its components?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any sources of air contaminants found near air intakes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are air intakes blocked, obstructed or broken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there missing domes on roof drains?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Roof Component Inspection

INSPECTION ITEM	ISSUES?			REMARKS/ACTIONS NEEDED
	YES	NO	N/A	
<i>General Exterior Conditions</i>				
Debris on roof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Drains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Water stains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standing water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Physical damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Structural deformation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>General Exterior Wall Conditions</i>				
Cracks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Uneven surface/finish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Discoloration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Roof Features</i>				
Fascia condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Soffit condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flashing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gutters/drains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Skylights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chimneys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vent pipes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Drains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Flat /Membrane Roof</i>				
Condition of coating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Granular condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Punctures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cracks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alligatoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Blisters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Ponding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Sloped Roof</i>				
Roof material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Condition of surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Buckling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Curled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Missing tabs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Granular condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Metal corrosion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

COMMENTS (INCLUDE ANY RELEVANT ATTACHMENTS, SUCH AS PHOTOS OR VIDEOS)