



# MASB-SEG PROPERTY/CASUALTY POOL COMMERCIAL ROOF INSPECTION CHECKLIST

Roof inspections need to be done twice a year, after a severe weather event, or if outside vendors have been on your roofs. These inspections can help extend roof life expectancy, maintain warranties, and reduce the need for emergency repairs.

Use the buddy system and follow ladder safety guidelines when entering/exiting the roof.

- Survey the entire roof for hazards before performing your work.
- Look for tripping hazards, such as wires, pipes, and roof penetrations.
- Check your footing before placing your full weight on the roof surface.
- Never step or walk on the roof backwards.

INSPECTION DATE \_\_\_\_\_

INSPECTOR \_\_\_\_\_

ROOFING CONTRACTOR \_\_\_\_\_

ROOFING CONTRACTOR PHONE \_\_\_\_\_

SCHOOL BUILDING \_\_\_\_\_

ADDRESS \_\_\_\_\_

ROOF SECTION \_\_\_\_\_

Roof Covering:

EPDM  EPDM BALLASTED  PVC  TPO  MBM

BUR  FULLY ADHERED  MECHANICALLY ATTACHED

OTHER: \_\_\_\_\_

Warranty:  YES  NO

YEAR INSTALLED \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

ROOF SECTION \_\_\_\_\_

Roof Covering:

EPDM  EPDM BALLASTED  PVC  TPO  MBM

BUR  FULLY ADHERED  MECHANICALLY ATTACHED

OTHER: \_\_\_\_\_

Warranty:  YES  NO

YEAR INSTALLED \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

ROOF SECTION \_\_\_\_\_

Roof Covering:

EPDM  EPDM BALLASTED  PVC  TPO  MBM

BUR  FULLY ADHERED  MECHANICALLY ATTACHED

OTHER: \_\_\_\_\_

Warranty:  YES  NO

YEAR INSTALLED \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

ROOF SECTION \_\_\_\_\_

Roof Covering:

EPDM  EPDM BALLASTED  PVC  TPO  MBM

BUR  FULLY ADHERED  MECHANICALLY ATTACHED

OTHER: \_\_\_\_\_

Warranty:  YES  NO

YEAR INSTALLED \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

DATE OF LAST INSPECTION \_\_\_\_\_

Have any leaks been recorded?  YES  NO

LOCATION OF LEAKS \_\_\_\_\_

Type of leak:  LIGHT RAIN  HEAVY RAIN  WIND  SPRING THAW

Emergency repairs?  YES  NO

If yes, briefly describe previous maintenance and repair work completed: \_\_\_\_\_



COMMERCIAL ROOF INSPECTION CHECKLIST CONT...

CONDITION:

- G = Good, No Action**
- F = Fair, Monitor Periodically**
- P = Poor, Immediate Action Needed**
- Y = Yes**
- N = No**

|   | G | F | P | Y/N | LOCATION | ACTION TAKEN |
|---|---|---|---|-----|----------|--------------|
| <b>ROOF ENTRY</b>                           |   |   |   |     |          |              |
| Fixed Ladder/Stairs (Ground)                |   |   |   |     |          |              |
| Fixed Ladder (Different Roof Levels)        |   |   |   |     |          |              |
| <b>DRAINS</b>                               |   |   |   |     |          |              |
| Internal Drains                             |   |   |   |     |          |              |
| Strainers/Clamping Ring                     |   |   |   |     |          |              |
| Scuppers                                    |   |   |   |     |          |              |
| Gutters                                     |   |   |   |     |          |              |
| <b>METAL EDGE FLASHING/<br/>COPING/CAPS</b> |   |   |   |     |          |              |
| Loose/Missing Fasteners                     |   |   |   |     |          |              |
| Open Joints                                 |   |   |   |     |          |              |
| Loose/Missing Joint Covers                  |   |   |   |     |          |              |
| Punctures                                   |   |   |   |     |          |              |
| Cracked Sealant/Fasteners/Joints            |   |   |   |     |          |              |
| Membrane Still in Place                     |   |   |   |     |          |              |
| <b>BASE FLASHING (MEMBRANE)</b>             |   |   |   |     |          |              |
| Adhesion/Loose/Wrinkling                    |   |   |   |     |          |              |
| Billowing (Wind)                            |   |   |   |     |          |              |
| Seams/Attachment to Field                   |   |   |   |     |          |              |
| Vertical Laps (Seams)                       |   |   |   |     |          |              |
| Deterioration (Holes)                       |   |   |   |     |          |              |
| Wall Termination Bar/Sealant                |   |   |   |     |          |              |



COMMERCIAL ROOF INSPECTION CHECKLIST CONT...

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|  | G | F | P | Y/N | LOCATION | ACTION TAKEN |
|--|---|---|---|-----|----------|--------------|
| <b>ROOF COVERING<br/>CONDITION (FIELD)</b> |   |   |   |     |          |              |
| Standing Water (Ponding)                   |   |   |   |     |          |              |
| Open Seams/Fishmouths                      |   |   |   |     |          |              |
| Spongy (Soft) Insulation Areas             |   |   |   |     |          |              |
| Unadhered Areas and Repairs                |   |   |   |     |          |              |
| Displaced Ballast (Scouring)               |   |   |   |     |          |              |
| Punctures/Splits/Cracking                  |   |   |   |     |          |              |
| Fasteners Backing Out                      |   |   |   |     |          |              |
| HVAC Curb Conditions                       |   |   |   |     |          |              |
| Pitch Pan Sealant                          |   |   |   |     |          |              |
| Pipe Boot Sealant/Top/Seams                |   |   |   |     |          |              |
| Microbial Growth                           |   |   |   |     |          |              |
| Debris                                     |   |   |   |     |          |              |
| Wrinkles                                   |   |   |   |     |          |              |
| Protective Walkway Mats                    |   |   |   |     |          |              |
| <b>EXTERIOR WALLS</b>                      |   |   |   |     |          |              |
| Deteriorating Mortar Joints                |   |   |   |     |          |              |
| Settlement Cracks                          |   |   |   |     |          |              |
| Water Stains                               |   |   |   |     |          |              |
| Fascia Displaced                           |   |   |   |     |          |              |
| Efflorescence                              |   |   |   |     |          |              |
| Gutter/Downspout Anchors                   |   |   |   |     |          |              |