

PREVENTING ROOF LOSSES CHECKLIST



Regular roof inspections can help extend the roof life and reduce the need for emergency repairs. Inspecting and maintaining roof surfaces, drains and downspouts help protect your facilities. Regular roof inspections are crucial to understanding its condition and help with managing proper maintenance.

- Conduct regular roof inspections on a semi-annual basis and document the results
- Begin the roof inspection inside the building. Inspect all interior walls and ceilings for signs of water stains, cracks and settling of foundation walls

Inspection should include:

- The perimeter areas of the roof and the flashings, where the roof and the wall intersect
 - Supporting structures
 - Roof covering condition
 - Flashing condition
 - Roof edging/fascia
 - Roof penetrations
 - Expansion joint covers
 - Pitch pans
 - Roof drains
 - Lightning protection systems
 - Evidence of standing water or “ponding”
- ROOF MAINTENANCE**
Some elements to include in an inspection:

The diagram shows a 3D perspective of a flat roof with various components labeled with red lines and circles. On the left side, labels include: 'Roof covering condition', 'Evidence of standing water or “ponding”', 'Roof vent', and 'Roof drain / Accumulated debris'. On the right side, labels include: 'Flashing', 'Lightning Protection Systems', 'Pitch pans', and 'Roof Edging / Fascia'.
- Keep roofs clean and free of debris
 - Keep drainage systems clear and functional
 - Train maintenance personnel on roof construction and related ongoing maintenance needs
 - Restrict roof access to authorized personnel only
 - Limit penetrations in the roof system
 - Check sloped roofs with overhangs for the creation of ice dams and add insulation to the attic as necessary
 - Monitor snow levels on roofs, especially if there are elevation differences