



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

**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 FORM 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/ 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						



**MASB-SEG PROPERTY/CASUALTY POOL**

COMMERCIAL ROOF INSPECTION FORM CONT...

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- Y = Yes**
- N = No**

	<b>G</b>	<b>F</b>	<b>P</b>	<b>Y/N</b>	<b>LOCATION</b>	<b>ACTION TAKEN</b>
<b>ROOF COVERING 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						