

40-Point Roof Maintenance Checklist



ITEM	CHECK FOR SIGNS OF/INSPECT	NOTES/COMMENTS
Exterior walls	<input type="checkbox"/> leaks <input type="checkbox"/> staining <input type="checkbox"/> missing mortar	
Interior roof deck	<input type="checkbox"/> leaks <input type="checkbox"/> deterioration	
Ceilings	<input type="checkbox"/> leaks	
Interior walls	<input type="checkbox"/> leaks	
Roof edge	<input type="checkbox"/> deterioration	
Fascia/coping	<input type="checkbox"/> deterioration	
Expansion joints	<input type="checkbox"/> excessive movement <input type="checkbox"/> leaks <input type="checkbox"/> deterioration	
HVAC	<input type="checkbox"/> duct work <input type="checkbox"/> housings <input type="checkbox"/> condensate lines <input type="checkbox"/> pipes <input type="checkbox"/> sheet metal cabinets <input type="checkbox"/> gaskets <input type="checkbox"/> equipment base/tie-in	
Penetrations	<input type="checkbox"/> fill all pitch pans <input type="checkbox"/> inspect pipe boots	
Drainage system	<input type="checkbox"/> clear gutters <input type="checkbox"/> clear downspouts <input type="checkbox"/> clear scuppers <input type="checkbox"/> clean drains <input type="checkbox"/> ensure drains are working properly <input type="checkbox"/> strainers <input type="checkbox"/> clamping rings	
Field of roof	<input type="checkbox"/> redistribute any ballast across bare spots <input type="checkbox"/> inspect coating if present and recoat as necessary <input type="checkbox"/> note any deficiencies or damage and contact American WeatherStar	
Base flashings	<input type="checkbox"/> check attachment and repair as necessary <input type="checkbox"/> check counter flashings <input type="checkbox"/> inspect for signs of movement	
Metal	<input type="checkbox"/> check attachment and repair as necessary <input type="checkbox"/> paint any rusted metal <input type="checkbox"/> re-caulk as necessary	
Other	<input type="checkbox"/> oil deposits/surface contamination <input type="checkbox"/> soft areas <input type="checkbox"/> vandalism <input type="checkbox"/> ponding water <input type="checkbox"/> etc.	

Name: _____ Signature: _____

Company: _____ Date: _____

Additional notes: _____

