



# ROOF & DRAIN SYSTEM INSPECTION CHECKLIST

Date: \_\_\_\_\_ Traverse Codes: \_\_\_\_\_

Client	Site Contact	Checked Ok	Building Location
Semi-Annual Inspection			Remarks
<b>General Roof Conditions</b>			
Debris on Roof			
Drainage			
Test and confirm drains are open			
Physical Damage			
Visually inspect for damaged or loose hardware (e.g. loose nuts and bolts or latching mechanisms) on roof hatches. Lubricate moving parts such as hinges on roof hatch.			
Other items not listed			
•			
•			
•			
<b>Flat Membrane Roof</b>			
Condition of Coating			
Granular Loss			
Punctures			
Cracks/Alligating			
Blisters/Fishmouths			
Ponding			
Other items not listed			
•			
•			
•			
<b>Sloped Roof</b>			
Roof Material			
Condition of Surface			
Deformed Edges			
Shingles buckled/cracked			
Curled			
Missing Tabs			
Granular Loss			
Metal Corrosion			
Fasteners - loose or missing			
Other items not listed			
•			
•			
•			

<b>Roof Features</b>		
Fascia		
Soffit		
Flashing		
Gutters and down spouts		
Skylights		
Chimneys & Vents		
Other items not listed		
•		
•		
•		
<b>Exterior Signs of Roof Leakage (e.g. Wall surface)</b>		
Deformed Finish		
Surface Deterioration		
Staining		
Other items not listed		
•		
•		
•		
<b>Interior Signs of Roof Leakage including Ceiling</b>		
Cracks		
Water Staining		
Water Leaks		
Deformed Finishes		
Window Leaks		
Other items not listed		
•		
•		
•		

**Comments**



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**USE THIS AREA ONLY IF DEFICIENCIES ARE OBSERVED**

Sketch roof plan. Include north arrow, the location for the items listed below, approximate dimensions of building, roofing materials and other relevant items on the roof.

**Identification Code**

- |                          |                                   |                                 |                      |
|--------------------------|-----------------------------------|---------------------------------|----------------------|
| <b>A</b> - Access Hatch  | <b>E</b> - Expansion Joint Cover  | <b>R</b> - Roof Vent            | <b>V</b> - Vent Pipe |
| <b>B</b> - Base Flashing | <b>F</b> - Fascia and Gravel Stop | <b>U</b> - HVAC unit            | <b>L</b> - Ladder    |
| <b>C</b> - Cap Flashing  | <b>G</b> - Gutter System          | <b>J</b> - Flag Pole            | <b>S</b> - Skylight  |
| <b>D</b> - Roof Drain    | <b>H</b> - Vent/Fan Hood          | <b>W</b> - Ponded Water         | <b>T</b> - Walkway   |
|                          | <b>K</b> - Chimney                | <b>P</b> - Parapet or Fire Wall |                      |

**Summary /Comments**

Highlight areas of concern and any rapid degradation in the roof system as well as recommendations for action

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Contractor	Client	Date:
Print Name:	Print Name:	
Signature:	Signature:	

<b>Term</b>	<b>Definition</b>
Alligating	Shrinkage cracking of the bituminous surface of built-up or smooth surface roofing, producing a pattern of deep cracks resembling alligator hide.
Asphalt	A highly viscous hydrocarbon produced from the residuum left after the distillation of petroleum; used as a waterproofing agent of a built-up roof.
Ballast	An anchoring material (such as rock, gravel, pavers) used to resist wind uplift forces of roof membrane.
Bitumen	A generic term for asphalt or coal tar pitch roofing.
Blister	A spongy raised portion of roofing membrane as a result of pressure of entrapped air or water vapour.
Built-up Roofing (BUR)	A continuous, semi-flexible roof covering consisting of laminations or plies of saturated or coated felts alternated with layers of bitumen.
Cant Strip	A continuous strip of triangular cross-section, fitted into the angle formed by a structural deck and a wall or other vertical surface, and used to provide gradual transition for base flashing and horizontal roof membrane.
Crack	A break in a roofing membrane as a result of flexing, often occurring at a ridge or wrinkle.
EPDM	A synthetic rubber sheet used in single ply roof membrane (ethylene propylene diene monomer).
Expansion Joint	A deliberate separation of two roof areas to allow expansion and contraction movements of the parts.
Eaves	The protective overhang at the lower edge of a sloped roof.
Fascia	The finish member covering the edge or eaves of a flat or sloping roof or roof overhang.
Fishmouth	An opening of the lapped edge of applied felt in built-up roofing due to adhesion failure.
Flashing	Connecting devices that seal membrane joints, drains, gravel stops and other places where membrane is interrupted. Base flashing forms the upturned edges of the watertight membrane. Cap or counter flashing shields the exposed edges and joints of the base flashing.
Gravel Stop	Flanged device, normally metallic, designed to prevent loose aggregate from washing off roof. It also provides a finished edge detail for built-up roofing assembly.
High Risk Roof	A roof which scores 15 or greater out of 20 using the Snow Overload Risk Assessment checklist.
Modified Bitumen	Asphalt with the addition of polymer modifiers to increase cold temperature flexibility and warm temperature flow resistance and stability.
PVC	A generic term for single ply plastic sheet membrane (poly vinyl chloride); seams are fused by solvent or hot-air welding techniques.
Parapet	The part of the wall entirely above the roof.
Ponding	The collection of water in shallow pools on the roof surface.
Slope	The ratio between the measures of the rise and the horizontal span.
Soffit	The finish on the underside of a roof overhang.