



Roof Maintenance Program Checklist

Date: _____
 Site Address: _____

 Guarantee #: _____
 Inspected By: _____
 Inspector Phone Number: _____

| Where to Check | What to Look For | Checked? | | | Notes |
|---------------------------------|---|----------|----|-----|-------|
| | | Yes | No | N/A | |
| Exterior Walls | Check for Signs of: | | | | |
| | Leaks | | | | |
| | Staining | | | | |
| | Missing Mortar | | | | |
| | Cracks | | | | |
| Interior Walls | Check for Signs of Leaks | | | | |
| Ceiling | Check for Signs of Leaks | | | | |
| Interior Roof Deck | Check for Signs of: | | | | |
| | Leaks | | | | |
| | Deterioration | | | | |
| | Mold | | | | |
| Roof Edges | Check for Deterioration | | | | |
| Fascia/Coping/Metal-Work | Check for Signs of: | | | | |
| | Leaks | | | | |
| | Staining | | | | |
| | Missing Mortar | | | | |
| | Check Attachment | | | | |
| | Paint Any Rusted Metal | | | | |
| | Re-caulk as Necessary | | | | |
| Expansion Joints | Check for Signs of: | | | | |
| | Excessive Movement | | | | |
| | Leaks | | | | |
| | Deterioration | | | | |
| Field of Roof | Substrate Firmness | | | | |
| | Note Damage/Deficiencies | | | | |
| | Check for Loose Fasteners | | | | |
| Penetrations | Check and Fill All Pitch Plans as Necessary | | | | |
| | Inspect All Penetration Flashings | | | | |
| | Re-caulk as Necessary | | | | |
| | Check Draw Bands | | | | |
| Drainage System | Clean Out All: | | | | |
| | Gutters | | | | |
| | Downspouts | | | | |
| | Scuppers | | | | |
| | Drains | | | | |
| | Check Strainers | | | | |
| | Make Sure Drains Are Working | | | | |
| Base/Curb Flashings | Check Attachment | | | | |
| | Check Counter Flashings | | | | |
| | Inspect for Signs of Movement | | | | |
| HVAC Units | Check All: | | | | |
| | Ductwork | | | | |
| | Doors are Securely Attached | | | | |
| | Lines | | | | |
| | Pipes | | | | |
| | Sheet Metal Cabinets | | | | |
| | Gaskets | | | | |
| | Equipment Base/Tie In | | | | |
| Other | Check For: | | | | |
| | Oil Deposits | | | | |
| | Surface Contamination | | | | |
| | Soft Areas | | | | |
| | Vandalism | | | | |
| | Ponding Water | | | | |
| | Debris | | | | |
| | Physical Damage | | | | |
| | Roof Needs Cleaning | | | | |
| | Traffic Patterns/Walkway Pads Needed | | | | |