

Certified Maintenance Professional (CMP)  
Roof Audit/Inspection Report

Updated 2/12



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North America's Largest Roofing Manufacturer!™*



# Roof Audit/Inspection Report

Date: [Click here to enter text.](#)

Yearly Inspection #: [Click here to enter text.](#)

Building Name: [Click here to enter text.](#)

Building Address: [Click here to enter text.](#)

City: [Click here to enter text.](#)

St: [Click here to enter text.](#)

Zip: [Click here to enter text.](#)

Owner Name & Number: [Click here to enter text.](#)

Guarantee #/Manufacturer: [Click here to enter text.](#)

<b>Inspect Building Exterior</b> <b>Including but not limited to: Check for leaks, staining, and missing mortar along exterior walls. Examine traffic patterns. Check metal work and parapets.</b>				
Note Condition	Define Repair	Photo # Before Repair	Photo # After Repair	Covered or Supplemental Expense
Include building Front Shot with name or address				
<b>Example:</b> Staining on paint exterior at scupper	<b>Example:</b> Install leader			<b>Example:</b> Supplemental (see attached estimate)

<b>Inspect Interior</b> <b>Including but not limited to: Check for leaks along interior walls and ceiling. Check for leaks and deterioration along roof deck. Examine traffic patterns. Check metal work and parapets.</b>				
Note Condition	Define Repair	Photo # Before Repair	Photo # After Repair	Covered or Supplemental Expense
Include roof deck underside photos where available				

<b>Inspect Roof Perimeter</b> <b>Including but not limited to: Check attachment at parapet; check counter flashings; inspect for signs of movement. Check for leaks, staining, and missing mortar. Check for deterioration.</b>				
Note Condition	Define Repair	Photo # Before Repair	Photo # After Repair	Covered or Supplemental Expense
<b>Example:</b> Flashings, copings, caulk missing, early sign of rust at parapet cap	<b>Example:</b> Caulk, sand, and repair with TOPCOAT®, paint to match existing			<b>Example:</b> Caulk covered repair of metal supplemental (see attached estimate)
<b>Example:</b> Inspect parapet walls, missing tuck pointing at low window wall	<b>Example:</b> Coordinate with mason to repair to original condition			<b>Example:</b> Supplemental (see attached estimate)



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## Inspect Field of Roof

Including but not limited to: Check for signs of excessive movement, leaks, or deterioration. Redistribute ballast; note damage/deficiencies; inspect coating. Clear all gutters, down spouts, scuppers; clean out drains; check strainers and clamping rings. Check ductwork, housings, lines, pipes, sheet metal cabinets, gaskets, and equipment base/tie-in. Check for oil deposits, surface contamination, soft areas, vandalism, and ponding water.

<b>Example:</b> Seams tight, surfacing intact	<b>Example:</b> No action			

## Inspect Penetrations

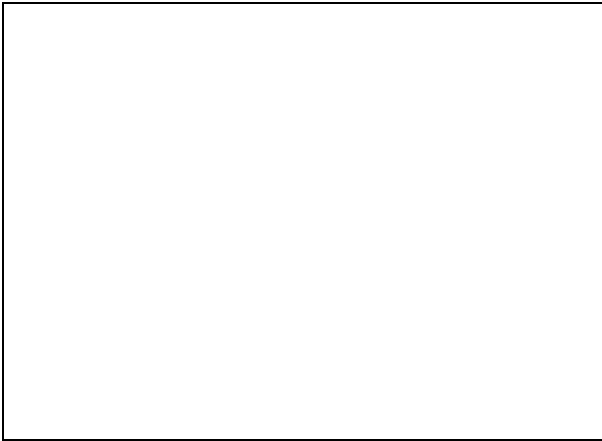
Including but not limited to: Check /fill all pitch pans, inspect pipe boots, scuppers, drains, drain flashings, etc.

<b>Example:</b> Debris at drains	<b>Example:</b> Clean drains			<b>Example:</b> Covered
<b>Example:</b> Debris in gutters	<b>Example:</b> Clean gutters			<b>Example:</b> Covered
<b>Example:</b> Open sealant at scupper	<b>Example:</b> Seal scupper			<b>Example:</b> Covered

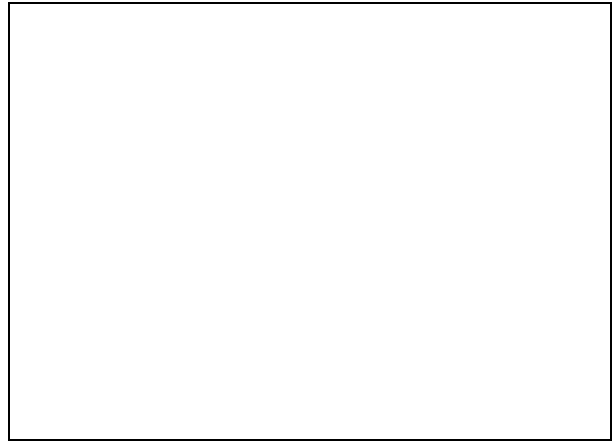


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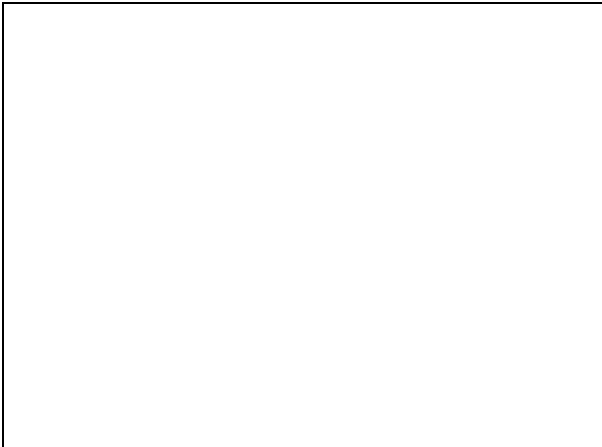
**GAF Roofing Photographs**    Date Taken: [Click here to enter text.](#)    Taken By: [Click here to enter text.](#)  
Building Name: [Click here to enter text.](#)    Guar. #: [Click here to enter text.](#)  
Address: [Click here to enter text.](#)    City & State: [Click here to enter text.](#)  
Contractor: [Click here to enter text.](#)



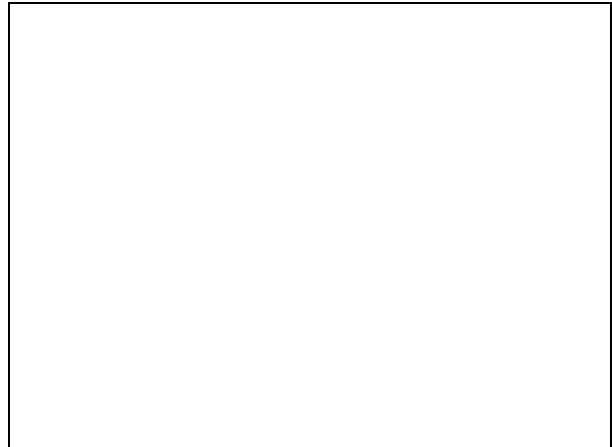
#1



#2



#3



#4



#5

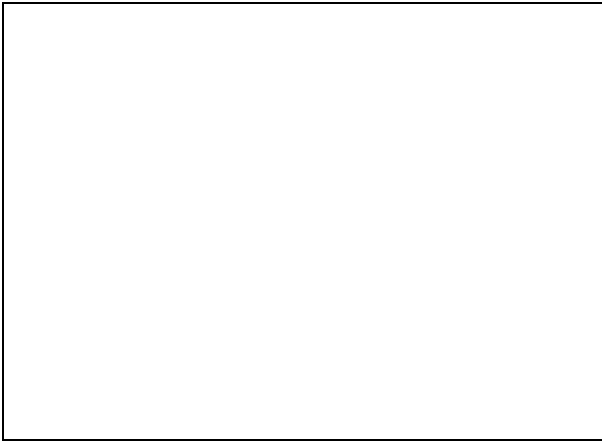


#6

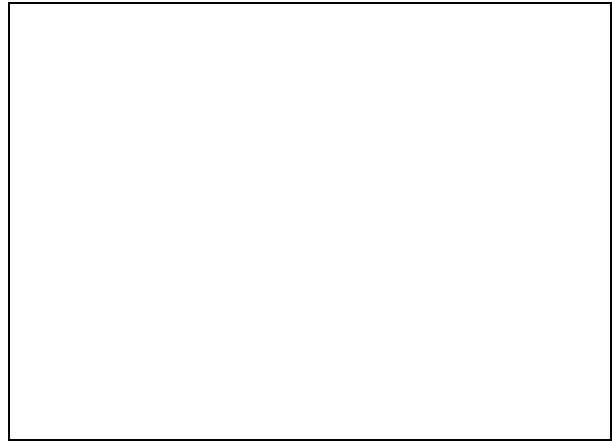


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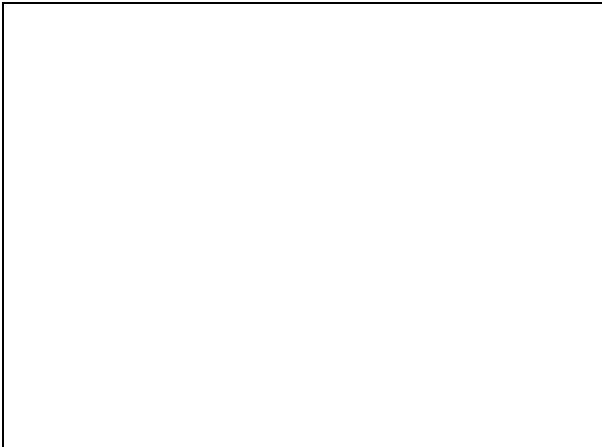
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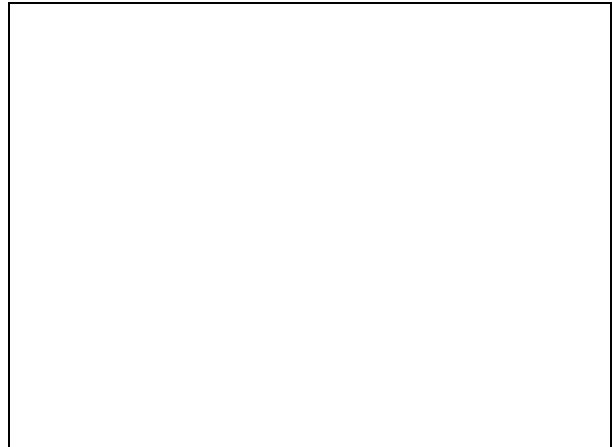
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#12