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Sample Form "F" Appendix G

**SEMI-ANNUAL ROOF INSPECTION MAINTENANCE CHECKLIST  
FOR EXISTING BUILDINGS LOW ROOFING/FLASHING**

(May be used in connection with roof information worksheet to determine the types of problems to look for and to note on the roof observations portion of the worksheet or use of this sheet as the check off/notation pad for problems observed during the semi-annual roof inspection.)

**BUILDING:**

**LOCATION:**

**OWNER:**

**ROOFER:**

**DATE OF LAST SURVEY:**

**I. ROOF TOP INSPECTION**

**A. General Appearance of Roofing**

1. Trash of roofing
2. Evidence of water ponding/drainage
3. New additions/changes/new equipment
4. Other

**B. Roofing Membranae**

1. Evidence of damage
2. Bare spots in coating/gravel
3. Exposed felt disintegration
4. Blistering
5. Fishmouthing
6. Alligatoring of asphalt
7. Splits
8. Ridging
9. Loose felt laps
10. Slippage of felts/bitumen
11. Detachment from deck
12. Fasteners
13. Other

**II. FLASHING CONDITIONS**

**A. Flashing**

1. Rusting
2. Open laps
3. Attachment to wall/ curb
4. Popped fasteners
5. Other

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B. Roof Edging

1. Rusting
2. Roofing splits at metal joints
3. Exposed felt disintegration
4. Slippage of flange stripping felts
5. Securement of fascia/gravel stop
6. Other

C. Flashing (other than metal)

1. Open laps
2. Sagging/separation from wall/curb
3. Felt disintegration
4. Physical damage
5. Blistering
6. Evidence of structural movement (wrinkling)
7. Other

D. Parapet Walls

1. Deterioration of mortar joints
2. Wall cracks
3. Spalling
4. Securement of coping
5. Condition of caulking
6. Other

E. Expansion Joint Covers

1. Securement of roofing
2. Opens laps
3. Deterioration of membrane cover
4. Rushing of metal
5. Other

III. Insulation

A. General Appearance of Insulation

1. Soft or Spongy due to water infiltration
2. Damaged Areas

B: Testing and Analyst

1. Non-Destructive moisture survey
2. Test cuts or core
  - i. Securement
  - ii. Type
  - iii. Thickness
  - iv. Condition (wet)

IV. ROOF DECK INSPECTION (underside)

A. General Appearance of Decking

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1. Type
2. Securement to supports
3. Rusting/Rotting
4. Sagging
5. Evidence of movements (cracks)
6. Evidence of structural weakness
7. Evidence of water entry
8. Other

B. General Appearance of Supporting Walls/Columns

1. Stress cracks from movement/loading
2. Evidence of settling
3. Evidence of water entry
4. Other

V. DRAINAGE/PLUMBING

A. Drains/gutters

1. Clogging
2. Damming
3. Securement of membrane to metal or clamping ring
4. Clean gutters
5. Clean scuppers
6. Clean down spouts
7. Damage to downspout, boots or piping
9. Other

VI. ROOF PENETRATIONS AND OTHER ROOF EQUIPMENT PENETRATIONS

- A. Condition of pitch pans
- B. Soil stacks
- C. Equipment Supports
- D. Rooftop Equipment
- E. Skylights
- F. Smoke Hatches
- H. Roof Hatched
- I. Misc. Metal Component
- J. Walkway treads
- K. Wear in Area from traffic
- L. Contaminates discharged onto roof
- M. Securement to curbs

NOTE: A roof plan of the areas to be inspected should be utilized in conjunction with this report. Any roof leaks appearing on the interior of the building should be noted on the plan as well as evidence of ponding water on the roof surface. Close-up photos of specific conditions should be made a part of a permanent record.