

Roofing Co. E-Mail:

Owner/Tenant E-Mail:

Roofing Co. Phone:

(Briefly describe membrane and flashing work done, including dates and who did the work)

Previous Maintenance and Repair Work

Roofing Co. Address:

Owner/Tenant Address:

Roofing Co. Contact:

Owner/Tenant Phone:

Roofing Co. City/ST/ZIP:

Owner/Tenant City/ST/ZIP:

Other:

Leaks Continuously

Wind

Heavy Rain

Light Rain

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2002M Commercial Roof Inspection Form

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Yes - Describe Conditions:

Yes - Describe:

No

Were emergency repairs performed?

Is the Roof guaranteed?

Has occupancy or use of the building changed since last inspection?

Yes - Attach copy of guarantee to this record

No

No

Date of Last Inspection:

No

No

Has there been leakage?

Yes - Describe:

Owner/Tenant Contact:

Have any changes, additions or new penetrations been made to roof since last inspection?

Yes - Describe:

Industrial

Retail

Building Type:

Temporary

Permanent

Building Description:

Year Roof Applied:

No.:

Residential

Inspector:

Inspection Date:

Used For:

Other:

Building ID:

Building Information

Key Contact Information

Roofing Contractor:

Owner/Tenant:

Building Phone:

Building Address:

Building Contact:

Building Name:

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Building E-Mail:

Building City/ST/Zip



B4

B3

Cracks

Paint Peeling

Spalling (chipping or crumbling)

B5

B1

Walls

B2

Settling

Movement

Walls

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C1

Deteriorated Mortar Joints

Other:

B100

B6

Water Stains

Exterior

A1

Spalling

Corrosion

Cracking

A3

A2

G

F

P

Location

Action Taken

Code

Condition

G = Good, No Action

F = Fair, Monitor Periodically

P = Poor, Immediate Action

Roof Deck

Interior

Bitumen Drips

Overall Deck Condition

A7

A100

A8

Other:

A4

Sagging

Buckling

Open Joints

A6

A5

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E5

Loose/Missing Joint Cover

Corrosion

Sealant Joints

E7

E6

E4

E1

E2

Loose/Missing Fasteners

Deformed Metal

Loose/Displaced Metal

E3

Loose/Displaced Metal

Loose/Missing Fasteners

F2

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F3

Deformed Metal

E100

Other:

Punctures

F1

Coping/Cap Flashing

Windows

Efflorescence

C4

Fascia Displaced

C7

C5

G

F

P

Location

Action Taken

Code

Condition

G = Good, No Action

F = Fair, Monitor Periodically

P = Poor, Immediate Action

Stains

C3

Settlement Cracks

C2

Other:

C100

Counter Flashing

Metal Flashings

Downspouts

C9

Gutter Anchors

C8

C10

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Gutter General Condition



G9

Mechanical Damage

G8

Splitting

Hinders Drainage

G100

G10

G6

Spliced Joints

G5

Punctures

Stripped-in Flashing

G7

Splits in Stripped-in Flashing Joints

Loose/Missing Stripped-in Flashing

H3

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H4

Corrosion

Edge Metal

Other:

H2

H1

Loose/Missing Fasteners

Punctures

Cracked Sealant

F6

F8

F7

Cracked/Broken Coping Cap

G

F

P

Location

Action Taken

Condition

Code

Corrosion

G = Good, No Action

F = Fair, Monitor Periodically

P = Poor, Immediate Action

Loose/Missing Joint Cover

F5

F4

Open Coping Joint

G2

Deformed Metal

Loose/Displaced Metal

Loose/Missing Joint Cover

G4

G3

G1

Other:

F100

F9

Loose/Missing Fasteners

Expansion Joints

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J100

General

K1

Penetrations

J7

Sagging/Wrinkling

Other:

Excessive Bridging

J8

Drains

L1

Other:

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Strainers/Clamping Ring

K2

Loose Flashing

Pitch Pocket Sealant

K100

K3

Drawbands

Sealant Joints

Open End Joints

H7

Other:

H100

H8

G

F

P

Location

Action Taken

Code

Condition

G = Good, No Action

F = Fair, Monitor Periodically

P = Poor, Immediate Action

Loose/Missing Joint Cover

H6

Loose/Missing Metal Sections

H5

Vertical Laps

J4

J3

Punctures

J6

Deterioration

J5

Exposed Top Seal

J1

Base Flashing

Seams/Attachment to Field

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Adhesion

J2



N3

Corrosion

Joints

Other:

N100

N4

Conduit or Pipe

Supports Moving

N2

Sagging

N1

Coating/Surfacing

O3

Discoloration

O2

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Cracking

Membrane/Shingle

O1

General

Other:

Overall Cleanliness

L4

Rooftop Equipment

L100

G

F

P

Location

Action Taken

Code

Condition

G = Good, No Action

F = Fair, Monitor Periodically

P = Poor, Immediate Action

Flashing

L3

Clear of Debris

L2

Condensation

M5

M4

Other:

M100

Roof Adjacent to Equipment

M6

Access Panels

M2

Attachment to Curbs

M1

Liquid Discharge

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Housing

M3



O100

Other:

O19

Hail Damage

Laps

O16

Mechanical Damage

Buckling

O17

O18

Exposed Felt/Deck

P1

Unadhered Areas

Membrane

Q1

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Q2

Blisters

P2

Fishmouths

Open Joints

P100

Other:

Walkways, Deteriorated

Walkways, Displaced

O6

O8

O7

Walkways, Needed

G

F

P

Location

Action Taken

Condition

Code

Wrinkles

G = Good, No Action

F = Fair, Monitor Periodically

P = Poor, Immediate Action

Punctures

O5

O4

Vandalism

O13

O12

Blistering

O15

Foot Traffic Damage

O14

Alligatoring

O10

Delamination

O9

Standing Water

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Granule Adhesion

O11



Coating

S1

General

Vandalism

R8

R7

R100

Other:

Vegetative Growth

Reflectivity (Rating)

Crazing

S100

S5

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Other:

Discoloration

S3

S2

S4

Cracking/Peeling

Soft Areas

Adhesion

Q5

Other:

Ridges

Q100

G

F

P

Location

Action Taken

Code

Condition

G = Good, No Action

F = Fair, Monitor Periodically

P = Poor, Immediate Action

Fasteners Backing Out

Q4

Loose Insulation

Q3

Oil Deposits

Ice or Icicles

R4

R6

R5

Surface Contamination

R1

Antennas

Miscellaneous

R3

R2

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Guy Wires



Photographic Record

U1

Other:

T100

Other:

U100

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with the Roof Historical Record.

Keep copies of inspection forms and photographic or other evidence

\*Mark all items with the appropriate code on the roof plan grid.

U2

Film/Digital Photograpy

Video

General

Type:

Condition

P = Poor, Immediate Action

F = Fair, Monitor Periodically

G = Good, No Action

Code

Surfacing

Action Taken

Location

P

F

G

T3

Discoloration

T4

Gravel Stop

T1

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T2

Coverage/Bare spots