Inspection checklist

Use one record per inspection or reported issue. Complete digitally or print and write clearly.
This records checks and actions; it is not a safety certificate or proof of legal compliance.
Inspect only where safe. Record unseen areas and arrange competent help where needed.

Property address

Property / record reference

Inspection date and time

Inspector name, role / company

Landlord / managing agent

Reason for visit (routine / storm / tenant report / follow-up)

Weather, recent rainfall and inspection method

1. Record a result for every item

Enter: OK = no visible concern; A = action needed; U = unseen / not checked; N/A = not applicable.
OK refers only to the areas observed. Describe all defects and limitations on page 2.

Gutter channels and outlets: leaves, moss, silt or obstructions	
Gutter joints / end caps: drips, leaks or overflow	
Gutter brackets and alignment: loose fixings, sagging or movement	
Downpipes, joints and shoes: damage, blockage or disconnection	
Accessible gullies / drainage: debris, pooling or restricted flow	
Fascias / bargeboards: visible decay, damage or insecure fixings	
Soffits / visible ventilation openings: damage or obstruction	
Walls / eaves: water staining or other visible signs of leaks	
Reported or visible internal damp / mould: location and extent	

Any immediate danger: arrange urgent assessment / safety action. Do not wait for the next visit.
A ground-level inspection cannot confirm concealed condition, drainage capacity or full roof safety.

Findings and action plan

Property / record reference

Date completed

2. Tenant report, access and inspection limits

Report received: date / time, reported issue and location (or none)

Acknowledgement, access agreed / attempted, notice and areas not inspected

Urgency, relevant occupant needs and immediate safety action / escalation

Record only information needed to manage the repair; keep personal details secure.

3. Defects and work required

For each item record: location, defect, photo reference, action, responsible person and target date.
Set dates according to urgency and applicable duties. Attach extra sheets for further defects.

Action 1

Action 2

Other actions / attached report references / professional assessment required

Repairs and follow-up

Property / record reference

Date updated

4. Record the work and supporting evidence

Action number, work completed, contractor and completion date

Before / after photo filenames, report and invoice references (attach separately)

Tenant updates: dates, method, next steps and any outstanding access issues

5. Verify the outcome and retain outstanding actions

Follow-up date, person, weather / test method and findings (including tenant feedback)

Unresolved / recurring issues, owner and next action date; or state none

Next planned inspection / follow-up date

Reviewed by (name and role)

Signature / typed acknowledgement

Date

Acknowledgement confirms this record reflects the checks and actions recorded, not legal compliance.

Retain evidence and follow through on repairs. This form covers roofline maintenance only.

Damp / mould guidance and current duties: gov.uk - search "damp and mould rented housing".

For roofline repair enquiries: suffolkroofline.co.uk/contact.html | Template: November 2026