

Flat Roof Checklist

Preventive maintenance checklist for HOA boards, community managers, and facilities teams. Use this as a monthly / post-storm walk-through with your roofing contractor (or trained staff).

Community / Property: _____

Date:

Prepared by: _____

Weather note:

1) Monthly Drainage and Debris

Drainage is the fastest ROI. Most flat-roof problems start as drainage problems.

- Clear roof drains, drain strainers, and scuppers (remove leaves, trash, and windblown debris).
- Confirm drains are not partially blocked (slow drain = future ponding).
- Check downspouts / leader lines for blockages and confirm water discharges to the intended area.
- Verify overflow pathways (secondary drains or overflow scuppers) are open and not painted shut or obstructed.

2) After Any Storm (Do This Again 48 Hours Later)

Persistent ponding accelerates membrane aging and increases seam and flashing failures.

- Document any standing water that remains about 48 hours after rainfall (photos + locations on a simple roof map).
- Flag recurring low spots (same location after multiple storms) for repair planning or slope correction options.
- Look for new interior symptoms (ceiling stains, bubbling paint, musty odors) and record unit / suite, date, and weather conditions.

3) Seams, Laps, and Terminations (Waterproofing Details)

- Inspect seams and laps for lifting edges, open gaps, wrinkles, or blisters that were not present before.
- Check terminations at walls and parapets for cracked or missing sealant and any visible separation.
- Inspect roof edges (coping caps / edge metal) for looseness, missing fasteners, or gaps at corners.
- Photograph any concern areas and mark them on your roof map for the contractor.

4) Penetrations and Equipment Zones

- Inspect flashing around HVAC curbs, pipe penetrations, skylights, conduit supports, and roof hatches for cracking or separation.
- Pay extra attention after HVAC or mechanical service (penetrations are often disturbed during equipment work).
- Confirm pitch pans (if present) are filled and sealed (no dried-out or cracked material).

5) Roof Traffic and Protection

- Check walkway pads and high-traffic paths to equipment; repair or add protection where repeated walking occurs.

- Look for punctures, scuffs, or membrane wear along common routes (the 'desire line' to HVAC units).
- Confirm stored items are not placed directly on the membrane and are kept away from drains.

6) Documentation and Board-Ready Reporting

- Maintain a simple roof map (drains, scuppers, HVAC zones, skylights, known ponding areas) and update it after each inspection.
- Store date-stamped photos in a shared folder and keep a maintenance log of actions taken (cleaned drains, resealed, repaired, added pads).
- Triage findings: immediate (active leaks / blocked drains), near-term (recurring ponding / failing sealant), and planned capital (system aging / slope corrections).
- Request clear scopes of work and warranty details from vendors so bids are apples-to-apples for the board.

Notes / Follow-ups:
