

Commercial Roof Inspection & Maintenance Checklist

The print-and-walk guide for facility managers | Western WI & Eastern MN

Most commercial roofs don't fail from one big event - they fail from small problems that go unchecked for years. Walk your roof with Part 1 at least twice a year, then use Part 2 to keep it in shape between inspections. Found a problem you're not sure about? That's what our free inspection is for.

PART 1 - 12-Point Inspection Walk-Through

Check each item. Anything flagged is worth a closer look - or a free professional inspection.

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| <input type="checkbox"/> | 1. Ponding water. Any water still standing 48 hrs after rain? Check low spots, staining, algae, deck sag. |
| <input type="checkbox"/> | 2. Drains, scuppers & gutters. All clear of debris, leaves, granules? Water moving off the roof? |
| <input type="checkbox"/> | 3. Membrane condition. Cracks, splits, blisters, punctures, chalking, exposed fabric? |
| <input type="checkbox"/> | 4. Seams & laps. Lifting, fish-mouthing, adhesive failure (slide a putty knife)? |
| <input type="checkbox"/> | 5. Flashing & edge details. Pulling away from walls/curbs? Cracked sealant, rust, gaps? |
| <input type="checkbox"/> | 6. Penetrations & rooftop equipment. Cracked pipe boots, worn membrane under HVAC, loose units? |
| <input type="checkbox"/> | 7. Parapet walls & coping. Loose/missing coping, cracked joints, efflorescence inside? |
| <input type="checkbox"/> | 8. Interior leak evidence. Walk the top floor: ceiling stains, mold, peeling paint, musty smell? |
| <input type="checkbox"/> | 9. Insulation condition. Soft or spongy spots underfoot? That usually means wet insulation. |
| <input type="checkbox"/> | 10. Rust, corrosion & metal. Surface rust, pitting, perforation, rust staining, corroded fasteners? |
| <input type="checkbox"/> | 11. Roof access & safety. Ladder/hatch sound? Guardrails, tie-offs, walk pads in place? |
| <input type="checkbox"/> | 12. Previous repair quality. Mismatched patches, sealant buildup, 3+ repairs in one area? |

PART 2 - Commercial Roof Maintenance Schedule

Inspection tells you the roof's condition today. Maintenance keeps it from sliding backward - and routinely saves several dollars in repairs for every dollar spent.

Twice a Year (Spring & Fall) - the core of every program

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|--------------------------|--|
| <input type="checkbox"/> | Walk the full roof using the 12-point checklist above; photo-document findings |
| <input type="checkbox"/> | Clear all drains, scuppers, and gutters of debris and granules |
| <input type="checkbox"/> | Check every seam and lap for lifting or adhesive failure |
| <input type="checkbox"/> | Inspect flashings and penetration seals; re-seal anything cracked |
| <input type="checkbox"/> | Remove debris, branches, and vegetation from the membrane |
| <input type="checkbox"/> | Verify rooftop equipment is secured and not wearing the membrane |
| <input type="checkbox"/> | Check parapet coping caps and joints for movement |

After Every Major Storm

- Inspect for wind-lifted flashing, edge metal, or membrane
- Look for hail bruising, punctures, or impact damage
- Confirm drains are clear and water is draining off the roof
- Walk the top-floor interior for new stains or active drips

Quarterly (high-traffic or equipment-heavy roofs)

- Re-clear drains and scuppers (buildings near trees clog fast)
- Inspect membrane around HVAC units and crew-access areas
- Check and refresh walk pads in high-traffic zones
- Log all rooftop work by HVAC, electrical, or other trades

Once a Year

- Renew sealant at penetrations and flashing details before it fails
- Touch up surface rust on metal components before it perforates
- Review the year's repairs - 3 in one area means the cause wasn't fixed
- Update the roof file: photos, invoices, warranty, drawings
- Assess remaining service life; budget coating/restore/replace early

Ongoing - all year

- Keep a dated written roof log of every leak, repair, and inspection
- Require any contractor on the roof to report what they touched
- Keep roof access safe and clear so the roof actually gets maintained

Found something you're not sure about?

The inspection is free. A professional inspection with American Eagle Roofing gives you a full condition report with photos, the root cause (not just the symptom), and your real options - repair, restore with a coating, or replace. Call **715-607-4276** or visit aeroofingllc.com to schedule.