



Project Name:	Project Number:
Project Address:	
Date:	Time:
Type of Inspection	Roof System:

SCHEDULED MAINTENANCE CHECKLIST

Where to Check	What to look for	Yes	No	N/A	Notes
Exterior Walls	Check for Signs of Leaks				
	Staining				
	Missing Mortar				
	Cracks				
Interior Walls	Check for Signs of Leaks				
Ceiling	Check for Signs of Leaks				
Interior Roof Deck	Check for Signs of Leaks				
	Deterioration				

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	Mold				
Roof Edged	Check for Deterioration				
Fascia/Coping Metalwork	Check for Signs of Leaks				
	Staining				
	Missing Mortar				
	Check Alignment				
	Painted any Rusted Material				
	Recalk As necessary				
	Expansion Joints	Check for Signs of Leaks			
Excessive Movement					
Deterioration					

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Where to Check	What to look for	Yes	No	N/A	Notes
Field of Roof	Substrate Firmness				
	Note Damage/Deficiencies				
	Check for Loos Fasteners				
	Redistribute any Ballast Across Bare Spots				
Penetrations	Check and Fill all Pitch Pans as Necessary				
	Inspect All penetration Flashings				
	Recalk as Necessary				
	Check Draw Bans				
Drainage System	Clean out All Gutters				
	Downspouts				
	Scuppers				
	Drains				

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	Check Strainers				
	Make sure drains are working				
Base/Curb Flashings	Check Attachment				
	Check Counterflashing				
	Inspect for Signs of Movement				
	Check all ductwork				
HVAC Units	Doors are securely attached				
	Lines				
	Pipes				
	Sheet metal cabinets				
	Gasket				
	Equipment Base/Tie-in				

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Where to Check	What to look for	Yes	No	N/A	Notes
Other	Check for Oil Deposit				
	Surface Contamination				
	Soft Areas				
	Vandalism				
	Vegetative Roof Area				
	Solar Panel/Mounting Damage				
	Ponding Water				
	Debris				
	Physical Damage				
	Roof Needs Cleaning				
	Traffic Patterns/Walkway Pads Needed				

