

Roof survey

Company name:

Building(s):

Overall condition:

Satisfactory

Needs repair

Action planned:

Instructions:

1. Complete a form for each major building. Connected groups of smaller buildings may be included on one form.
2. Any "yes" answer signifies a condition that needs to be repaired or examined by a qualified professional.
3. Schedule repairs promptly. Roofs that require repair are more susceptible to windstorm damage.
4. Complete this form twice a year and after severe storms.

	Item	Yes	No	Actions/Comments
1	Are there any cracks, splits or loose seams in the roof covering?			
2	Is there any blistering (may resemble bubbles) of the roof covering?			
3	Is there any ponding or other evidence of water accumulation?			
4	Are drains plugged or potentially blocked by debris or other material?			
5	Are there any bare spots in the gravel or stone covering?			
6	Is there any evidence of damage from hail?			
7	Are gutters and downspouts clear of leaves or other obstructions?			

	Item	Yes	No	Actions/Comments
8	Is there any loose or missing flashing around the edges (top and side), especially near the corners?			
9	Are there any signs, antennas, microwave dishes or other roof-mounted equipment with loose or disconnected supports or guy wires?			
10	Is there any evidence of leaking on the top floor of the building?			

Notes:

Avoid torch-applied roof coverings. If it is necessary to use a torch to repair an existing roof or install a new covering, require that a fire-watch with multiple fire extinguishers be immediately available on the roof. This is considered hot work. The owner should complete a hot work permit before the contractor commences his work.

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