



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.

The Zurich Services Corporation
Risk Engineering
1400 American Lane, Schaumburg, IL 60196-1056
800 982 5964 www.zurichna.com

The information in this publication was compiled by The Zurich Services Corporation from sources believed to be reliable for informational purposes only. All sample policies and procedures herein should serve as a guideline, which you can use to create your own policies and procedures. We trust that you will customize these samples to reflect your own operations and believe that these samples may serve as a helpful platform for this endeavor. Any and all information contained herein is not intended to constitute legal advice and accordingly, you should consult with your own attorneys when developing programs and policies. We do not guarantee the accuracy of this information or any results and further assume no liability in connection with this publication and sample policies and procedures, including any information, methods or safety suggestions contained herein. Moreover, The Zurich Services Corporation reminds you that this cannot be assumed to contain every acceptable safety and compliance procedure or that additional procedures might not be appropriate under the circumstances. The subject matter of this publication is not tied to any specific insurance product nor will adopting these policies and procedures ensure coverage under any insurance policy.