

# Checklist for Roofs and Roof Drainage

## INSPECTION CHECKLIST

Date of Inspection:	Inspector:
Location/Address:	
Weather Condition:	

## AFTER COMPLETING YOUR INSPECTION, TRANSFER YOUR CONCERNS/OBSERVATIONS TO THIS AREA

Facility:	Name:
Staff Contact:	Telephone Number:
Date Inspected:	Time:

ROOFS & ROOF DRAINAGE	Y	N	CONCERNS/OBSERVATIONS	RECOMMENDATION(S)/ACTION REQUIRED	COMPLETED DATE
Provide the approximate age of the roof _____					
Describe roof style, the type and condition of the surfacing? _____					
Is there any evidence of physical damage to the roof?					
If yes, describe and note location(s) _____					
Are all downspouts and eavestroughs secure and clear of obstructions?					
Are eavestroughs properly sloped?					
Do all downspouts drain water away from the building foundation?					
Are chimneys in good condition with adequate flashing and caulking provided?					
Are roof vents in good condition with adequate flashing and caulking provided?					
Are all soffits and fascia in good condition without openings, gaps or excessive wear?					
Is there any evidence inside the building of water leakage?					
If yes, describe and note location(s) _____					

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ROOFS & ROOF DRAINAGE	Y	N	CONCERNS/OBSERVATIONS	RECOMMENDATION(S)/ACTION REQUIRED	COMPLETED DATE
Are there any skylights present?					
If yes, are the skylights in good condition, adequately flashed and caulked?					
Are there fall arrest anchors present?					
Are there any solar panels installed on the roof?					
If yes, describe type and location _____					
If yes, was the roof structure upgraded or evaluated prior to installation.					
Are there any trees, bushes or vegetation growing over the roof surface?					
Is the roof accessible from trees or communications towers?					
If yes, describe condition _____					
Is there any debris under the panels?					
Does the Fire Department know the electrical configuration?					

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