ROOF INSPECTION CHECKLIST

Inspection # (RI-____)		**Date**	
Weather		**Property**	
Roof ID or building		**Owner or contact**	
Inspector			

Residential: shingle and metal roofs

Reason	☐ Estimate ☐ Storm claim ☐ Maintenance visit ☐ Sale
Roof type	☐ Asphalt shingle ☐ Metal ☐ Other
Age (years), layers, pitch, size	
Storm claim: date of loss, claim number, carrier, adjuster	
Hail test square, 10 by 10 ft: hits N / S / E / W	

Before you go up

Item	OK	Defect	N/A	Notes
Ladder set up and secured	☐	☐	☐	
Edge and fall protection	☐	☐	☐	
Power lines and overhead hazards	☐	☐	☐	
Skylights, openings and soft spots	☐	☐	☐	

From the ground and the eaves

Item	OK	Defect	N/A	Notes
Roof lines and planes	☐	☐	☐	
Gutters and downspouts	☐	☐	☐	
Fascia, soffits and drip edge	☐	☐	☐	
Soft metals and siding	☐	☐	☐	

Asphalt shingle roofs

Item	OK	Defect	N/A	Notes
Missing, cracked or lifted shingles	☐	☐	☐	
Curling, blistering or bare spots	☐	☐	☐	
Exposed or popped nails	☐	☐	☐	
Ridge and hip caps	☐	☐	☐	
Valleys	☐	☐	☐	
Flashings, pipe boots and chimneys	☐	☐	☐	
Skylights	☐	☐	☐	

Metal roofs

Item	OK	Defect	N/A	Notes
Panel fasteners	☐	☐	☐	
Laps and seams	☐	☐	☐	
Ridge, rake and eave trim	☐	☐	☐	
Coating and panels	☐	☐	☐	

Attic and interior

Item	OK	Defect	N/A	Notes
Sheathing and rafters	☐	☐	☐	
Insulation	☐	☐	☐	
Condensation or mold	☐	☐	☐	
Ventilation	☐	☐	☐	
Ceilings and walls below	☐	☐	☐	

Commercial: low-slope roofs

Membrane type	☐ TPO ☐ EPDM ☐ PVC ☐ Modified bitumen ☐ Built-up ☐ Other
Size (sq ft), age (years), last visit date	
Open items from the last visit (closed or still open)	

Roof access and safety

Item	OK	Defect	N/A	Notes
Roof access, hatch or ladder	☐	☐	☐	
Edge and fall protection	☐	☐	☐	
Skylights, openings and soft spots	☐	☐	☐	
Building contact told you are on the roof	☐	☐	☐	

Membrane and seams

Item	OK	Defect	N/A	Notes
Seams	☐	☐	☐	
Membrane	☐	☐	☐	
Earlier repairs and patches	☐	☐	☐	
Ponding	☐	☐	☐	
Soft spots underfoot	☐	☐	☐	
Ballast, if the roof has stone	☐	☐	☐	
Walk pads and traffic paths	☐	☐	☐	

Flashings, curbs and penetrations

Item	OK	Defect	N/A	Notes
Wall and parapet flashings	☐	☐	☐	
Metal edge and coping	☐	☐	☐	
Curb flashings	☐	☐	☐	
Pipe, stack and pitch pan flashings	☐	☐	☐	
Sealant at flashings	☐	☐	☐	
Rooftop units	☐	☐	☐	
Skylights and roof hatches	☐	☐	☐	

Drains and scuppers

Item	OK	Defect	N/A	Notes
Roof drains, strainers and sumps	☐	☐	☐	
Scuppers and liners	☐	☐	☐	
Overflow drains or scuppers	☐	☐	☐	
Gutters and downspouts	☐	☐	☐	
Water after a rain	☐	☐	☐	

Interior below

Item	OK	Defect	N/A	Notes
Ceilings and walls below	☐	☐	☐	

Findings

Severity: Urgent (leaking now or unsafe), Repair soon (will leak if left), Watch (worn but sound).

Photo #	Where on the roof	What you saw	Severity	What to do

Photo taken of every finding	☐ Yes ☐ No
Owner told of urgent items	☐ Yes ☐ No
Recommendation	☐ Repair ☐ Replace ☐ Monitor
Inspector signature	

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