ROOF TECHNOLOGY PARTNERS
Smarter Approach. Stronger Roof.

Roof Maintenance Program Checklist

Date: _____
Site Address: _____

_____

Manufacturer(s): _____
Inspected By: _____
Inspector Phone Number: _____

Where to Check	What to Look For	Checked? 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				
	Mold				
Roof Edges	Check for Deterioration				
Fascia/Coping/Metal-Work	Check for Signs of:				
	Leaks				
	Staining				
	Missing Mortar				
	Check Attachment				
	Paint Any Rusted Metal				
	Re-caulk as Necessary				
Expansion Joints	Check for Signs of:				
	Excessive Movement				
	Leaks				
	Deterioration				
Field of Roof	Substrate Firmness				
	Note Damage/Deficiencies				
	Check for Loose Fasteners				
Penetrations	Check and Fill All Pitch Plans as Necessary				
	Inspect All Penetration Flashings				
	Re-caulk as Necessary				
	Check Draw Bands				
Drainage System	Clean Out All:				
	Gutters				
	Downspouts				
	Scuppers				
	Drains				
	Check Strainers				
	Make Sure Drains Are Working				
Base/Curb Flashings	Check Attachment				
	Check Counter Flashings				
	Inspect for Signs of Movement				
HVAC Units	Check All:				
	Ductwork				
	Doors are Securely Attached				
	Lines				
	Pipes				
	Sheet Metal Cabinets				
	Gaskets				
	Equipment Base/Tie In				
Other	Check For:				
	Oil Deposits				
	Surface Contamination				
	Soft Areas				
	Vandalism				
	Ponding Water				
	Debris				
	Physical Damage				
	Roof Needs Cleaning				
	Traffic Patterns/Walkway Pads Needed				