

Roof Damage Inspection Checklist



Date of Inspection:		On-Site Contact:	
Customer Name:			
Property Address:			
City:		State:	Zip:
Email:		Phone:	

Type of Roof: ☐ Flat ☐ Gable ☐ Hip ☐ Gambrel ☐ Shed ☐ Other					
Date Installed:			Last Maintenance:		
Reason For Inspection:					
Company Representative:					

Structure:			
Dimensions:	(L)	(W)	(H)
Structure (check) ☐ Steel ☐ Concrete ☐ Wood ☐ Other			
Age of Building:			
Building's Use:			
Foundation: ☐ Cracks ☐ Settling			
Movements of: ☐ Bearing Wall ☐ Columns ☐ Floors ☐ Other			

Roof Deck: ☐ Steel ☐ Gypsum ☐ Concrete ☐ Wood ☐ Other		
Roofing Material ☐ Built Up ☐ Single-Ply Membrane type _____ ☐ Metal ☐ Gravel ☐ Composition ☐ Slate ☐ Cold Process ☐ Concrete ☐ Tile ☐ Plywood, Number of Plys _____ ☐ Laminate ☐ Wood/Shake Singles ☐ Asphalt ☐ Eco Friendly ☐ Other _____ ☐ Sprayed Polyurethane Foam (SPF) ☐ Hot Mopped		
Roof Surface: ☐ Smooth ☐ Metal ☐ Fluid Membrane type _____ ☐ Ballast ☐ Concrete ☐ Asphalt ☐ Coal Tar Pitch		
Other/Details:		

Weather Damage: ☐ Wind ☐ Hail ☐ Rain ☐ Ice

Comments:

Chemical Damage: ☐ Deterioration ☐ Corrosion ☐ Salt Film ☐ Color Change

Comments:

Suspected Source of Damage:

Drainage: ☐ Clogged ☐ Damaged ☐ Deteriorated ☐ Relocation required

Does water pond?

Percentage of roof surface ponded:

Depth of water ponded at its lowest point is _____ inches.

General Condition of Roof:

- | | | |
|---|---|--|
| ☐ Blisters | ☐ Buckling | ☐ Ply separations |
| ☐ Cracks | ☐ Erosion weathering | ☐ Ridging |
| ☐ Disbonding | ☐ Slippage | ☐ Gravel turnover |
| ☐ Alligatoring | ☐ Deck deflation | ☐ Curling |
| ☐ Vegetative growth and debris | ☐ Open seams | ☐ Puncture holes |
| ☐ Powdering concrete | ☐ SPF UR degrading deterioration | ☐ Loose tabs (shingles) |
| ☐ Rusty or pitted metal | ☐ Fish mouths | |
| ☐ Wrinkling | ☐ Exposed felts | |

Additional Notes/Roof Damage:

For Sloped Roofs:

Roof Surface: ☐ Good ☐ Fair ☐ Poor

Action Needed:

Asphalt Shingle/Tile/Shake/Slate: ☐ Missing ☐ Curled ☐ Bent ☐ Worn ☐ Cracked

Action Needed:

Metal Roof: ☐ Bent ☐ Worn ☐ Rusted ☐ Corroded ☐ Missing Panels ☐ Missing Fasteners

Action Needed:

For Flat Roofs:	
Roof Surface: ☐ Good ☐ Fair ☐ Poor	Action Needed:
Coating: ☐ Good ☐ Fair ☐ Poor	Action Needed:
Access Issues:	

Exterior Structural Components	Action Needed:
Chimney ☐ Good ☐ Fair ☐ Poor	
Dormers ☐ Good ☐ Fair ☐ Poor	Decking ☐ Good ☐ Fair ☐ Poor
Drip edge ☐ Good ☐ Fair ☐ Poor	Fascia ☐ Good ☐ Fair ☐ Poor
Gutters/Downspouts ☐ Good ☐ Fair ☐ Poor	LF:
Hips ☐ Good ☐ Fair ☐ Poor	LF:
Ridges ☐ Good ☐ Fair ☐ Poor	LF:
Attic Power Vents ☐ Good ☐ Fair ☐ Poor	LF:
Turtle Vents ☐ Good ☐ Fair ☐ Poor	Skylights ☐ Good ☐ Fair ☐ Poor
Pipe Jacks ☐ Good ☐ Fair ☐ Poor	Turbine Vents ☐ Good ☐ Fair ☐ Poor
Valleys ☐ Good ☐ Fair ☐ Poor	HVC Vents ☐ Good ☐ Fair ☐ Poor
Other ☐ Good ☐ Fair ☐ Poor	LF:

Interior Investigation		
Temperature:	Humidity:	Air Movement:
Moisture Problems Evident ☐ Stains ☐ Cracks ☐ Condensation ☐ Rust ☐ Mold		
Stain Type ☐ Circular (puncture) ☐ Straight line (roof split)		
Damage to building or contents as a result of leaks or roof failure:		
Vapor retardant present (type and location):		

Interior Structural Components	Action Needed:
Ceiling Tiles ☐ Good ☐ Fair ☐ Poor	Dry Wall ☐ Good ☐ Fair ☐ Poor
Leaking/Staining ☐ Good ☐ Fair ☐ Poor	Insulation ☐ Good ☐ Fair ☐ Poor
Rafters ☐ Good ☐ Fair ☐ Poor	Roof Trusses ☐ Good ☐ Fair ☐ Poor
Additional Notes:	

Field Diagram:

