

Property Management Roof Inspection Checklist

Maintenance

DATE ____/____/____	PROPERTY	ROOF TYPE	INSPECTED BY
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ROOF SURFACE

- No ponding water visible OK Ponding
- No blistering, splitting, or cracking OK Defect found
- Seams intact — no separation OK Issue
- No vegetation or moss growth OK Growth found
- Gravel or ballast even OK Bare spots N/A
- Shingles or tiles — none missing or lifted OK Issue N/A

FLASHING & PENETRATIONS

	OK	ISSUE	
Edge flashing secure and sealed	<input type="radio"/>	<input type="radio"/>	
Wall and parapet flashing intact	<input type="radio"/>	<input type="radio"/>	
Pipe boots and penetration seals tight	<input type="radio"/>	<input type="radio"/>	
	OK	ISSUE	N/A
Skylight flashing and seals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
HVAC unit curb flashing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Coping or cap flashing secure <input type="checkbox"/> OK <input type="checkbox"/> Loose			

DRAINAGE & GUTTERS

	OK	BLOCKED
Roof drains clear of debris	<input type="radio"/>	<input type="radio"/>
Gutters clear and flowing	<input type="radio"/>	<input type="radio"/>
Downpipes clear — water discharges away	<input type="radio"/>	<input type="radio"/>
Overflow or scupper drains clear <input type="checkbox"/> OK <input type="checkbox"/> Blocked <input type="checkbox"/> N/A		
Gutter brackets and fixings secure <input type="checkbox"/> OK <input type="checkbox"/> Sagging		
No staining below gutters indicating overflow <input type="checkbox"/> OK <input type="checkbox"/> Staining		

INTERIOR EVIDENCE

- No water stains on top-floor ceilings OK Stains found
- No damp or mould on top-floor walls OK Found
- No dripping or active leaks reported OK Reported

SIGN-OFF

Defects found — photos taken

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Roofing contractor needed Yes — urgent Yes — routine No

Inspected by signature _____

Notes

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