

Roofing Maintenance Checklist (Template)

Roof inspections should be performed at least twice a year (spring and fall), and after severe weather.

Section 1: Pre-Inspection Preparation

Item	Status (✓/X)	Notes
PPE checked (harness, boots, helmets, gloves)		
Ladder & stabilizers secured		
Fall-protection installed (anchors, ropes, guardrails)		
Tools prepared (pry bar, sealant gun, utility knife, chalk line)		
Materials loaded (replacement shingles, flashing, underlayment, fasteners)		
Past inspection/repair reports reviewed		
Weather forecast reviewed (no high winds/rain)		

Section 2: Exterior Roof Inspection

Item	Status (✓/X)	Notes
Shingles/tiles intact (no cracks, curling, missing)		
Flashing secured around chimneys, skylights, vents		
Sealants intact (no cracks/gaps)		
Skylights/penetrations watertight		
Ponding water checked/cleared (flat roofs)		
Moss, algae, debris removed		
Rust/corrosion checked (metal roofs)		
Exposed fasteners tightened		

Section 3: Interior & Structural Inspection

Item	Status (✓/X)	Notes
Attic is free of daylight through the boards		
Rafters/sheathing free of mold/rot		
Insulation dry and uncompacted		
Ventilation (ridge/soffit/turbine) functional		
Interior ceilings/walls free of stains, sagging, bulges		
Occupants interviewed for leaks/dampness		

Section 4: Gutters & Drainage

Item	Status (✓/✗)	Notes
Gutters cleared of leaves, grit, debris		
Downspouts firmly attached, no corrosion		
Flow tested with water (no backups)		
Flat roof drains/scuppers cleared		
Proper slope confirmed for water runoff		

Section 5: Materials & Supplies Checklist

Item	Status (✓/✗)	Notes
Shingles/membrane patches stocked		
Sealants & adhesives available		
Nails/screws/clips restocked		
PPE checked/replaced as needed		
Digital inspection form ready (Arrivy)		

Section 6: Seasonal Maintenance Checklist

Seasonal Task	Check
Spring: Inspect for winter damage, ice dam effects.	■
Summer: UV stress, thermal expansion cracks.	■
Fall: Clear leaves/debris, prep for storms.	■
Winter: Monitor snow load, ice dams, freeze-thaw issues.	■

Section 7: Documentation & Reporting

Requirement	Completed (✓/✗)	Notes
Before/after photos uploaded		
Maintenance notes completed		
Customer/building manager signature obtained		
Technician signature		
Supervisor signature		
Next inspection scheduled		

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