

FLAT/LOW SLOPE ROOF INSPECTION FORM For Built-Up, Modified Bitumen & Architectural Metal

Name	Contact
Description	Phone No.
Property Address	Prepared By
Estimated Roof Area (SQ)	Build Date/Age (Yrs)

General Information

Type of Roof	Roof Deck	Drainage Provision
		Design slope of roof
	Gypsum	Interior roof drains (RD)
		Secondary roof drains
		Overflow Scuppers
	Insulation	Gutters & Downspouts
	Foam Board	
Roof Coating	Fiberglass Batts	Slope
Aluminum	Unknown	Dead Level
Elastomeric (Acrylic)		Less than 1/12
Urethane	Flashing	1 to 2/12
Silicone	Same as roofing	More than 2/12
EPDM (Rubber)	Preform metal	
SPF	Preform rubber boot	

Roof Assessment Overview

#	Statement of Condition	Y	N	NA
1				
2	The roof surface appears to be in serviceable condition and free from leaks			
3	Roof flashing appears to be in reasonably sound and serviceable condition			
4	The roof surface appears to relatively level or uniform in slope			
5	Roof drainage appears to be adequate			
6	Parapet walls appear to be in reasonably sound and serviceable condition			
7	Transferable roofing manufacturer's limited roof warranty in force at this time			
8				

Legend: Y=Yes, N=No, NA=Not Applicable

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Condition/Deficiency Present

Installation	Roof Membrane/Surface
Dry laps/inconsistent bleedout in MB overlaps	Holes, tears, splits or abrasion
MB head laps less than 3' apart	Ridges and buckles
Backwater laps present in MB	Air pockets/blisters
No expansion joints where normally required	Open laps/seams
Improper flashing detail	Localized/widespread wrinkles
Flashing omission/incomplete	Localized/widespread membrane deterioration
Release paper left in-place on self-adhered MB	Membrane abuse/physical damage
Moisture barrier lacking/not readily apparent beneath parapet wall cap/coping	Worn protective smooth or mineral surface roof coating
No SM coping miter/lap joint sealant/trim	Excessive debris on roof
Protective roof coating in failure	Localized/widespread live/dead vegetation
	Gravel ballast displacement/washing off roof
Roof Drainage	Localized/widespread rust
Standing water present	Flashing slippage or other signs of damage
Indications of prior standing water	Rusty/worn metal flashing
Broken/loose/missing drain head strainer	Raised/lifted/rusty fasteners
Blocked/restricted drainage	Dry, cracked, worn sealant/neoprene washers
Negative slope/sag in guttering	Abandoned openings
Gutter/downspout rusty/worn through	Localized/widespread repairs
Open/ruptured downspout seams	Improper, marginal or temporary repairs
Scuppers rusty/worn through	Incompatible materials
Plugged roof drain opening	Broken/missing snow/ice deflectors
No scuppers/secondary roof drains	Waviness/oil canning
	Snow/ice guards removed/missing
	Marred/scratched protective metal finish
	Kinked/bent or other physical damage

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Condition/Deficiency Present

Parapet Walls	Life Safety Provision
Loose masonry/mortar joints	Fall protection lacking or insufficient
Bulges/Movement/Leaning	above skylight openings
Facial spalling/deterioration	above/beneath roof hatch opening
Wall covered with tar or roof cement	elsewhere at
Broken/cracked stone/tile coping	No interior roof access provision
Loose stone/tile coping	
Missing stone/tile coping	Roof Structure
Poor SM coping workmanship	Localized/widespread rust on metal deck
Worn SM coping miter/lap joint sealant	Localized/widespread metal deck rust through
Rusty/raised fasteners in SM coping	Significant deflection/sag in roof surface
Roof cement applied to joints	Localized/widespread soft spots under foot

Additional Comments/Remarks

Authorized By: _____
(Customer Signature)