



# Fall Roof Maintenance Inspection Checklist

Sika Sarnafil's inspection checklist is to help document the status of your building's roof and to communicate with our technical representatives if any roofing concerns or questions appear. We recommend to do a semi-annual checklist once in the fall in preparation for winter, and the other in the early spring. If these seasons do not apply to you, we recommend every 6 months.

**Sarnafil**

**BUILDING TRUST**



# Fall Roof Maintenance Inspection Checklist

Building Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Inspector \_\_\_\_\_

Location	Type	Sq. Footage
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Item	Condition			Location	Action	Date
	OK	Problem				
		Minor	Major			
<b>I. REGULAR MAINTENANCE ITEMS</b>						
A. Pitch pans						
B. Caulking						
<b>II. CONDITION OF STRUCTURE</b> (Observe from both interior and exterior of building)						
A. Walls						
1. Movement						
2. Settling						
3. Water Staining						
4. Open mortar joints						
5. Poor laps in siding						
6. Spalling						
7. Efflorescence						
B. Roof Deck						
1. Rusting						
2. Spalling						
3. Cracking						
4. Buckling						
5. Open joints						
6. Additional equipment						
7. New penetrations						
C. Building Usage	Record any changes. (include interior temperature, relative humidity, chemical processing, machine vibration, etc.)					
D. Summary and General Evaluation	<input type="checkbox"/> There are no observable problems <input type="checkbox"/> The following conditions could present problems <input type="checkbox"/> The following conditions require immediate attention					
<b>III. CONDITION OF ROOFING</b>						
A. General Appearance						
1. Discoloration						
2. Cracking						
3. Ponding water						
4. Debris						
5. Physical damage						
6. Punctures						

Item	Condition		Location	Action	Date
	OK	Problem			
		Minor			
B. Seams					
1. Open joints					
2. Fishmouths					
3. Ridges					
C. Fully Adhered Membranes					
1. Unadhered areas					
2. Insulation fasteners backing out					
3. Other (describe)					
D. Mechanically Fastened Membranes					
1. Loose fasteners					
2. Fasteners backing out					
3. Other (describe)					
E. Ballasted Membrane					
1. Displacement of stone					
2. Other (describe)					
IV. CONDITION OF FLASHING					
A. Base Flashing					
1. Deterioration					
2. Punctures					
3. Attachment					
4. Ridging/Sagging/Wrinkling					
5. Other (describe)					
B. Counterflashing					
1. Punctures					
2. Attachment					
3. Rusting					
4. Other (describe)					
C. Coping					
1. Open fractures					
2. Punctures					
3. Attachment					
4. Drainage					
5. Other (describe)					
D. Walls					
1. Mortar joints					
2. Spalling					
3. Movement cracks					
4. Other (describe)					
V. MISCELLANEOUS					
A. Expansion Joint Covers					
B. Walkways					
C. Penetrations					
D. Drains					
E. Other (describe)					