

Roof Maintenance Checklist

Whether your roof is flat or sloped, regular inspection and maintenance can help maximize its longevity and minimize disruption to services. If you notice any signs of damage, contact a roofing specialist to perform repairs.

This roof maintenance checklist is based on information from the Insurance Institute for Business and Home Safety® (IBHS) and is offered with their permission. For more information about commercial roof systems, please visit disastersafety.org and ibhs.org.

Flat Roof – Hire a professional or perform inspection with appropriate safety equipment.

- Check perimeter flashing for signs of rusting, warping, or waviness. Make sure it's securely attached.
- Check for standing water, mold, and vegetation growth.
- Inspect the underside of the roof deck for signs of water damage. In some instances, you may need to remove drop ceiling tiles in order to access the underside of the deck.
- For single-ply membranes, inspect for worn seams, seam failure, gaps, fasteners backing out, punctures, and brittleness. For adhered or glued-down systems, inspect for excessively loose membranes and blisters.
- For ballasted roofs, inspect for uneven distribution of rocks, if present. Evenly redistribute displaced rocks to cover any exposed roof membrane.
- For built-up roofs, look for bubbles, blisters, cracks, tears, and punctures in the cover. Note when wear patterns around connections become excessive. Frequent visual inspections of embedded gravel and smooth surface protective coatings can alert you to issues caused by weathering.

Sloped Roof – Hire a professional or perform inspection from the ground unless you have experience and appropriate safety equipment.

- Check for bowing or sagging of the roof deck between rafters. The roof should appear flat, not wavy.
- Check for missing shingles, curling, or tears.
- Look for cracked or missing clay or concrete tiles.
- Inspect metal panels for loose screws and deteriorated rubber washers, discolored or worn off paint, and signs of rusting. While dents and divots are most often a cosmetic issue, in some cases they can also alert you to more significant damage.
- Inspect attic space and interior drop ceiling tiles for signs of water damage.

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Drainage

- Remove loose objects like leaves, sticks, and construction debris from your roof. Remove dirt and other granules from interior roof drains, gutters, and downspouts.
- Check to ensure gutters are properly sloped to the downspout. An easy sign of improper sloping is standing water in external gutters.
- Verify that gutters are anchored by gutter straps designed to resist high winds.
- Inspect for missing or loose sections of the gutter system, particularly near the downspout.
- Make sure gutters drain well away from building.

Roof-mounted equipment (e.g., HVAC units, antennas, etc.)

- Check equipment and fasteners for rust. Make sure access panels are securely attached.
- Inspect equipment's connection to the building (called a curb), noting any signs of leaks or rot. Replace curb if needed.
- Inspect for loose flashing around roof-mounted equipment curbs and repair as necessary.
- Pull on all cables and straps to verify they are tightly secured; there should be little to no slack. Check manufacturer guidelines for more specific information.
- Clear all debris around and under roof-mounted equipment.

Roof hatches

- Check hatches for rust, rusty connections, and any loose bolts, nuts, or screws.
- Check flashing around hatches for any cracks or leaks.
- Periodically check hatches to make sure they are closed and secured.

Solar Panels

- Ensure the panels and hardware are secured properly.
- Ensure the blocks in a ballasted system are securely anchored to the roof tray and strapped or bolted together.

Lightning Protection (inspect during clear weather)

- Ensure rods and cables have little to no slack.
- Check system after storms or any rooftop work to make sure it hasn't been damaged.

Skylights

- Regularly inspect skylights for cracks and leaks.
- Inspect the skylight attachment to the building exterior, including flashing, and address any leaks or rotting wood.

