

Flat roof inspection checklist

Here's what to look for when conducting bi-annual visual inspections of your commercial roof:

- Confirm that there is no standing water (or evidence of previous standing water)
- Clear any clogged gutters/drains/downspouts
- Check for cracks, splitting, blisters or other damage
- Confirm that roof deck seals are intact
- Confirm roof flashing is fastened tight (you should not be able to easily get your hand underneath it)
- Confirm there are no areas missing ballast (if required)
- Check all roof penetrations
- Confirm gravel isn't missing
- Remove any miscellaneous debris from roof
- Remove any vegetation
- Remove any animal/insect infestation (if safe)
- Check that rooftop equipment is in good repair
 - No leakage
 - No damage
 - Equipment is fastened safely to the building (secured against wind)
- Check underside of roof for leakage, paint peeling, staining, rust, etc.

If you find damage on the roof that you can't easily repair yourself or you're not sure of the source of the problem, it's a good idea to bring in a certified roof inspector.

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