ROOF CONDITION ASSESSMENT CHECKLIST

This is a field checklist for assessing the condition of a commercial roof and writing it up so somebody else can act on it.

It covers what to set up before you go on the roof, what to record while you are there, and what the finished assessment has to contain.

BEFORE THE ROOF

SET UP	WHY
☐ A numbered roof plan	Every finding needs a location that survives the visit
☐ Area numbering scheme	Split by level, system or construction date, and keep it forever
☐ The previous assessment	Today's job is partly to compare, not only to describe
☐ Rating definitions	Written down before you start, not invented on the roof
☐ Access arrangements	Hatches, keys, permits, tenant notice, fall protection
☐ Weather record	Note the conditions, because they limit what can be concluded

ON THE ROOF, BY AREA

RECORD	WHAT TO CAPTURE
☐ System and build up	Membrane type, apparent attachment, surfacing, insulation if visible
☐ Surface condition	Splits, blisters, cuts, scuffs, granule or coating loss
☐ Seams and laps	Open edges, dirt lines, steps, hand sealing
☐ Perimeter and terminations	Edge metal, coping, bars, fasteners, staining below
☐ Flashings and penetrations	Upstands, curbs, pipe collars, supports, skylights

RECORD	WHAT TO CAPTURE
☐ Drainage	Outlets, strainers, scuppers, overflows, standing water, falls
☐ Underfoot condition	Soft or spongy areas, deflection, movement
☐ Rooftop equipment	Bearing, condensate, fixings, access, unauthorized work
☐ Repairs and patching	Count them, locate them, note what they were made with
☐ Walkways and access routes	Presence, condition, whether traffic follows them

INSIDE THE BUILDING

RECORD	WHAT TO CAPTURE
☐ Ceiling and finish staining	Location, size, whether active, whether painted over
☐ Deck condition where visible	Rust lines, rot, deflection, daylight
☐ Insulation in the void	Damp, compressed, displaced or stained
☐ Plant rooms and service voids	Trays, buckets, diverters, improvised drainage
☐ Occupier reports	What tenants and facilities staff say has happened

THE WRITE UP

INCLUDE	WHY
☐ Area by area findings with locations	So a finding can be found again next year
☐ Photographs referenced to areas	So two assessments can be compared
☐ A rating per area and per finding	So priority is explicit rather than implied
☐ Remaining life with its basis	So the number can be defended or revised
☐ Recommended actions with timing	So the report produces a plan, not a description
☐ Indicative costs where offered	So the plan can be funded

INCLUDE	WHY
☐ Limitations in plain words	So nothing unexamined reads as examined

WHAT TO DO WITH IT

1. **Rate the area and the finding separately.** A fair roof can still carry an urgent detail.
2. **Give every finding a location and a photograph.** Both, every time.
3. **Repeat the standing photographs from the same positions.** This is what makes next year's visit worth anything.
4. **State the basis for remaining life.** Condition or age, in one word.
5. **Write the limitations as instructions.** Locked hatch, return visit required, beats a disclaimer.
6. **File it where the next assessor will find it.** An assessment nobody inherits is an assessment repeated from scratch.

Want the reasoning behind this? Read what a property condition assessment covers and the roof section of a PCA.

> Walked by _____ Date _____ Roof _____