

The Sika Sarnafil Roof Plan

A Systematic Approach to Roof Maintenance and Repair

Sika Sarnafil

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The Sika Samafil Roof Plan

A Systematic Approach to Roof Maintenance and Repair

Contents

Leaky Roof Diagram

Introduction

Step by Step - Binder Usage

Section A: Roof Inventory

Section B: Work Plan Summary
Scope of Work - Estimated Cost

Section C: Master Schedule

Section D: Detailed Property Information

Property 1: _____

Property 2: _____

Property 3: _____

Property 4: _____

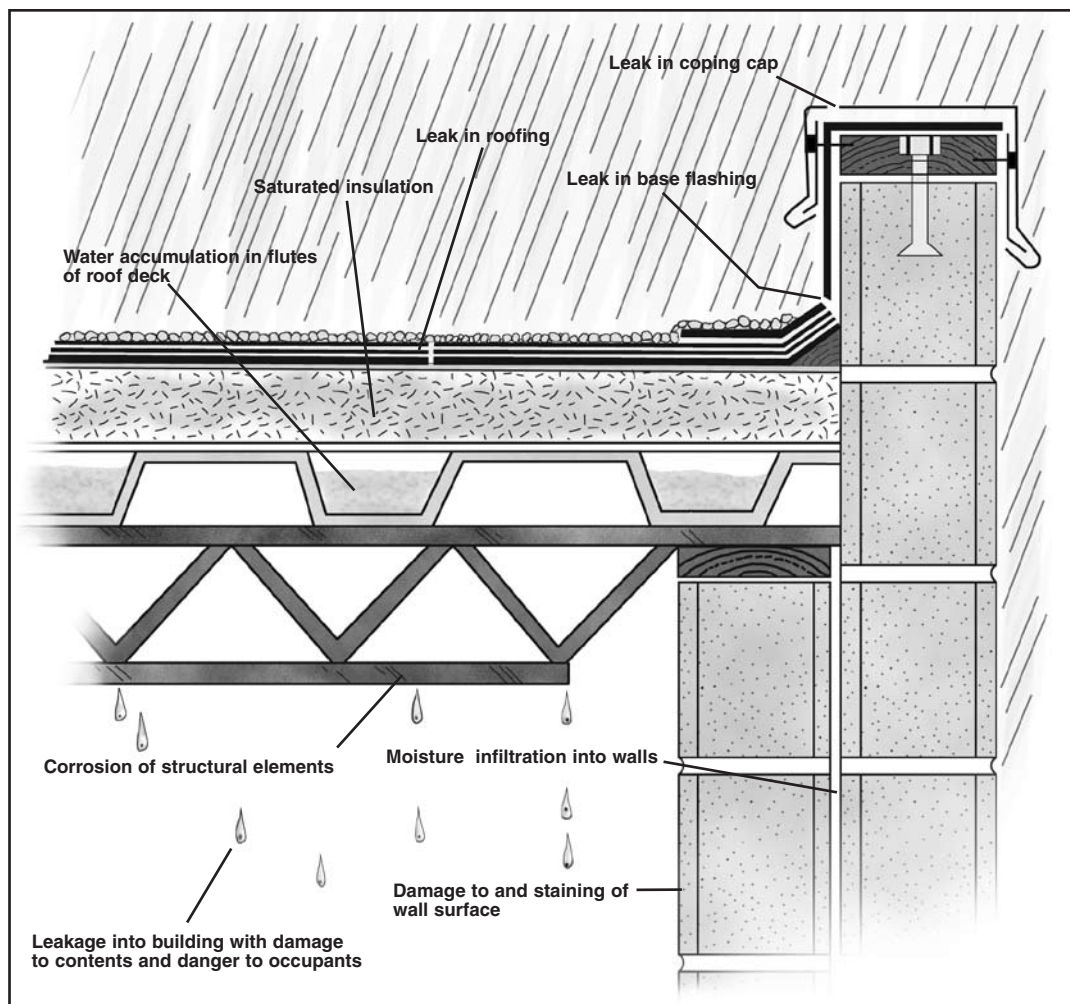
Property 5: _____

The Sika Samafil Roof Plan

A Systematic Approach to Roof Maintenance and Repair

A leaky roof can cost you plenty in:

- Ruined merchandise
- Damaged equipment
- Lost production
- Deterioration of insulation, roof decks, even the building structure



The Sika Sarnafil Roof Plan

A Systematic Approach to Roof Maintenance and Repair

Introduction

Welcome to Sika Sarnafil's Roof Plan. This document is designed to assist you in maintaining detailed records pertaining to your roof. Keeping this information organized and easily accessible is extremely important.

As you will see, the roof plan is a step-by-step guide starting with an initial roof walk. It also contains sections to assist you with budgeting, maintenance and repair, and planning and scheduling.

Because your roof may still be under warranty, make sure to check your warranty before performing any of the repairs yourself. Any repairs that are made without consulting the manufacturer or the roofing contractor that installed the roof can void the warranty.

Sika Sarnafil is committed to providing you with peace-of-mind when it comes to your roof. Sarnafil membrane roofing and waterproofing systems are widely recognized in independent tests for meeting the highest standards of quality, reliability, and watertight protection. Sarnafil membrane's record of proven performance is on display on buildings worldwide, in every climate. All told, we've manufactured almost 4 billion sq. ft of thermoplastic roofing and waterproofing membrane since 1964.

A Sika Sarnafil technical expert will be happy to accompany you on a roof walk to evaluate its condition - free of charge, whether or not you own a Sika Sarnafil roof. Simply fill out the business reply card in the front of this guide, check off the appropriate box, and mail it to us.

Thank you for your confidence in Sika Sarnafil. Feel free to call us if you have any questions at 800-576-2358.

The Sika Sarnafil Roof Plan

The Sika Sarnafil Roof Plan starts with a complete listing of Roof Inventory (Section A).

The Roof Inventory Lists:

- Roof Locations
- Types of roofs
- Square footages
- Dates installed
- Facility Contact information

The Sika Samafil Roof Plan

A Systematic Approach to Roof Maintenance and Repair

Step by Step - Binder Usage

Step 1.

Complete Section A: Roof Inventory

A thumbnail image of a form titled 'A - Roof Inventory'. It features a grid with multiple columns and rows, likely for recording details of different roof sections or materials.

Step 2.

Complete Section D: 1. Semiannual Roofing Maintenance check list,
(in order)
2. Identification drawing,
3. Roof Inspection Report

A thumbnail image of a form titled 'D - Semiannual Roofing Maintenance check list'. It contains a grid for tracking maintenance activities over time.A thumbnail image of a form titled 'D - Identification drawing'. It appears to be a grid or table used for recording identification details.A thumbnail image of a form titled 'D - Roof Inspection Report'. It includes fields for 'Date', 'Inspector', and 'Area', followed by a large section for notes or observations.

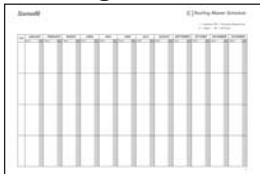
Step 3.

Complete Section B: Work Plan Summary

A thumbnail image of a form titled 'B - Work Plan Summary'. It contains several text boxes and a small table at the bottom.

Step 4

Complete Section C: Roofing Master Schedule

A thumbnail image of a form titled 'C - Roofing Master Schedule'. It is a large grid with many columns and rows, likely for scheduling roofing tasks across different areas and over a long period.

Step 5

Complete Section D: Maintenance/Repair Completion Report

A thumbnail image of a form titled 'D - Maintenance/Repair Completion Report'. It includes fields for 'Date', 'Inspector', and 'Area', followed by a large section for notes or observations.



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A | Roof Inventory

Date: _____

Signature: _____

Property #	Location	Type	SQ. Footage	Date Installed	Contact

The Sika Sarnafil Roof Plan

The Work Plan Summary provides an itemized listing of needed maintenance or repairs and estimated costs.



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B | Work Plan Summary

Page: _____

Date: _____

Item _____ Scope _____

Property # _____

Estimated Cost _____

\$ _____ Required By (Estimated Action Date) _____

Item _____ Scope _____

Property # _____

Estimated Cost _____

\$ _____ Required By (Estimated Action Date) _____

Item _____ Scope _____

Property # _____

Estimated Cost _____

\$ _____ Required By (Estimated Action Date) _____

Item _____ Scope _____

Property # _____

Estimated Cost _____

\$ _____ Required By (Estimated Action Date) _____

Item _____ Scope _____

Property # _____

Estimated Cost _____

\$ _____ Required By (Estimated Action Date) _____

Estimated Cost	Approved Items	Property Number	Action Date	Assigned To
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____				Total



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B | Work Plan Summary

Page: _____

Date: _____

Item _____ Scope _____

Property # _____

Estimated Cost _____

\$ _____ Required By (Estimated Action Date) _____

Item _____ Scope _____

Property # _____

Estimated Cost _____

\$ _____ Required By (Estimated Action Date) _____

Item _____ Scope _____

Property # _____

Estimated Cost _____

\$ _____ Required By (Estimated Action Date) _____

Item _____ Scope _____

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\$ _____ Required By (Estimated Action Date) _____

Item _____ Scope _____

Property # _____

Estimated Cost _____

\$ _____ Required By (Estimated Action Date) _____

Estimated Cost	Approved Items	Property Number	Action Date	Assigned To
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____				Total



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B | Work Plan Summary

Page: _____

Date: _____

Item _____ Scope _____

Property # _____

Estimated Cost _____

\$ _____ Required By (Estimated Action Date) _____

Item _____ Scope _____

Property # _____

Estimated Cost _____

\$ _____ Required By (Estimated Action Date) _____

Item _____ Scope _____

Property # _____

Estimated Cost _____

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Property # _____

Estimated Cost _____

\$ _____ Required By (Estimated Action Date) _____

Estimated Cost	Approved Items	Property Number	Action Date	Assigned To
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____				Total



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B | Work Plan Summary

Page: _____

Date: _____

Item _____ Scope _____

Property # _____

Estimated Cost _____

\$ _____ Required By (Estimated Action Date) _____

Item _____ Scope _____

Property # _____

Estimated Cost _____

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Property # _____

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Item _____ Scope _____

Property # _____

Estimated Cost _____

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Estimated Cost	Approved Items	Property Number	Action Date	Assigned To
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____				Total



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B | Work Plan Summary

Page: _____

Date: _____

Item _____ Scope _____

Property # _____

Estimated Cost _____

\$ _____ Required By (Estimated Action Date) _____

Item _____ Scope _____

Property # _____

Estimated Cost _____

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\$ _____ Required By (Estimated Action Date) _____

Item _____ Scope _____

Property # _____

Estimated Cost _____

\$ _____ Required By (Estimated Action Date) _____

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\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____				Total



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B | Work Plan Summary

Page: _____

Date: _____

Item _____ Scope _____

Property # _____

Estimated Cost _____

\$ _____ Required By (Estimated Action Date) _____

Item _____ Scope _____

Property # _____

Estimated Cost _____

\$ _____ Required By (Estimated Action Date) _____

Item _____ Scope _____

Property # _____

Estimated Cost _____

\$ _____ Required By (Estimated Action Date) _____

Item _____ Scope _____

Property # _____

Estimated Cost _____

\$ _____ Required By (Estimated Action Date) _____

Item _____ Scope _____

Property # _____

Estimated Cost _____

\$ _____ Required By (Estimated Action Date) _____

Estimated Cost	Approved Items	Property Number	Action Date	Assigned To
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____				Total



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B | Work Plan Summary

Page: _____

Date: _____

Item _____ Scope _____

Property # _____

Estimated Cost _____

\$ _____ Required By (Estimated Action Date) _____

Item _____ Scope _____

Property # _____

Estimated Cost _____

\$ _____ Required By (Estimated Action Date) _____

Item _____ Scope _____

Property # _____

Estimated Cost _____

\$ _____ Required By (Estimated Action Date) _____

Item _____ Scope _____

Property # _____

Estimated Cost _____

\$ _____ Required By (Estimated Action Date) _____

Item _____ Scope _____

Property # _____

Estimated Cost _____

\$ _____ Required By (Estimated Action Date) _____

Estimated Cost	Approved Items	Property Number	Action Date	Assigned To
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____				Total



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B | Work Plan Summary

Page: _____

Date: _____

Item _____ Scope _____

Property # _____

Estimated Cost _____

\$ _____ Required By (Estimated Action Date) _____

Item _____ Scope _____

Property # _____

Estimated Cost _____

\$ _____ Required By (Estimated Action Date) _____

Item _____ Scope _____

Property # _____

Estimated Cost _____

\$ _____ Required By (Estimated Action Date) _____

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Item _____ Scope _____

Property # _____

Estimated Cost _____

\$ _____ Required By (Estimated Action Date) _____

Estimated Cost	Approved Items	Property Number	Action Date	Assigned To
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____				Total

The Sika Sarnafil Roof Plan

If repair or maintenance is needed, the recommendation is entered on the Work Plan Summary (Section B) form and on the Master Schedule (Section C).



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C | Roofing Master Schedule

Action

I = Inspection

PM = Preventive Maintenance

R = Repair

RR = Reroofing

JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	
of	Act.	Roof	Act.	Roof	Act.	Roof	Act.	Roof	Act.	Roof	Act.

The Sika Sarnafil Roof Plan

To assist you in maintaining detailed records of each roof, the Sika Sarnafil Roof Plan includes Detailed Property Information (Section D)

This section contains the following documents:

1. Semiannual Roofing Maintenance Checklist
2. Roof Maintenance/Repair Identification Drawing
3. Roof Inspection Report
4. Maintenance/Repair Completion Report

In addition, this section should include:

- Architectural Bid Documents
- Proposals
- Manufacturer Warranty
- Installer Warranty
- Maintenance Repair and Expense documents



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1. Roof Inspection Checklist

Semiannual Roofing Maintenance Inspection Checklist

Building Name _____ Date _____

Address _____ Inspector _____

Location	Type	Sq. Footage
----------	------	-------------

Item	Condition			Location	Action	Date
	OK	Problem				
		Minor	Major			
I. REGULAR MAINTENANCE ITEMS						
A. Pitch pans						
B. Caulking						
II. CONDITION OF STRUCTURE (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						
III. CONDITION OF ROOFING						
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	Major			
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)						



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3. Inspection Report

Date _____

Signature _____

Roof Location		
Date Installed	Roof Type	Sq. Footage
Roof Condition <input type="checkbox"/> Good <input type="checkbox"/> Questionable <input type="checkbox"/> Poor		

Comments _____

Recommendations _____



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4. Maintenance/Repair Completion Report

Roof Location		
Date Installed	Roof Type	Sq. Footage
Roof Condition		
<input type="checkbox"/> Good <input type="checkbox"/> Questionable <input type="checkbox"/> Poor		

Work Performed _____

Contractor _____

Comments _____

The Sika Sarnafil Roof Plan



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1. Roof Inspection Checklist

Semiannual Roofing Maintenance Inspection Checklist

Building Name _____ Date _____

Address _____ Inspector _____

Location	Type	Sq. Footage
----------	------	-------------

Item	Condition			Location	Action	Date
	OK	Problem				
		Minor	Major			
I. REGULAR MAINTENANCE ITEMS						
A. Pitch pans						
B. Caulking						
II. CONDITION OF STRUCTURE (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						
III. CONDITION OF ROOFING						
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	Major			
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)						



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3. Inspection Report

Date _____

Signature _____

Roof Location		
Date Installed	Roof Type	Sq. Footage
Roof Condition		
<input type="checkbox"/> Good	<input type="checkbox"/> Questionable	<input type="checkbox"/> Poor

Comments _____

Recommendations _____



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4. Maintenance/Repair Completion Report

Roof Location		
Date Installed	Roof Type	Sq. Footage
Roof Condition <input type="checkbox"/> Good <input type="checkbox"/> Questionable <input type="checkbox"/> Poor		

Work Performed _____

Contractor _____

Comments _____

The Sika Sarnafil Roof Plan

Property _____



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1. Roof Inspection Checklist

Semiannual Roofing Maintenance Inspection Checklist

Building Name _____ Date _____

Address _____ Inspector _____

Location		Type		Sq. Footage		
Item	Condition			Location	Action	Date
	OK	Problem				
		Minor	Major			
I. REGULAR MAINTENANCE ITEMS						
A. Pitch pans						
B. Caulking						
II. CONDITION OF STRUCTURE (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						
III. CONDITION OF ROOFING						
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	Major			
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)						



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3. Inspection Report

Date _____

Signature _____

Roof Location		
Date Installed	Roof Type	Sq. Footage
Roof Condition		
<input type="checkbox"/> Good	<input type="checkbox"/> Questionable	<input type="checkbox"/> Poor

Comments _____

Recommendations _____



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4. Maintenance/Repair Completion Report

Roof Location		
Date Installed	Roof Type	Sq. Footage
Roof Condition <input type="checkbox"/> Good <input type="checkbox"/> Questionable <input type="checkbox"/> Poor		

Work Performed _____

Contractor _____

Comments _____

The Sika Sarnafil Roof Plan



Sarnafil®

1. Roof Inspection Checklist

Semiannual Roofing Maintenance Inspection Checklist

Building Name _____ Date _____

Address _____ Inspector _____

Location	Type	Sq. Footage
----------	------	-------------

Item	Condition			Location	Action	Date
	OK	Problem				
		Minor	Major			
I. REGULAR MAINTENANCE ITEMS						
A. Pitch pans						
B. Caulking						
II. CONDITION OF STRUCTURE (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						
III. CONDITION OF ROOFING						
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	Major			
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)						



3. Inspection Report

Date _____

Signature _____

Roof Location		
Date Installed	Roof Type	Sq. Footage
Roof Condition		
<input type="checkbox"/> Good	<input type="checkbox"/> Questionable	<input type="checkbox"/> Poor

Comments _____

Recommendations _____



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4. Maintenance/Repair Completion Report

Roof Location		
Date Installed	Roof Type	Sq. Footage
Roof Condition		
<input type="checkbox"/> Good	<input type="checkbox"/> Questionable	<input type="checkbox"/> Poor

Work Performed _____

Contractor _____

Comments _____

The Sika Sarnafil Roof Plan



Sarnafil®

1. Roof Inspection Checklist

Semiannual Roofing 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			

I. REGULAR MAINTENANCE ITEMS

A. Pitch pans						
B. Caulking						

II. CONDITION OF STRUCTURE
(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

- There are no observable problems
- The following conditions could present problems
- The following conditions require immediate attention

III. CONDITION OF ROOFING

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	Major			
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)						



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3. Inspection Report

Date _____

Signature _____

Roof Location		
Date Installed	Roof Type	Sq. Footage
Roof Condition		
<input type="checkbox"/> Good	<input type="checkbox"/> Questionable	<input type="checkbox"/> Poor

Comments _____

Recommendations _____



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4. Maintenance/Repair Completion Report

Roof Location		
Date Installed	Roof Type	Sq. Footage
Roof Condition <input type="checkbox"/> Good <input type="checkbox"/> Questionable <input type="checkbox"/> Poor		

Work Performed _____

Contractor _____

Comments _____
