

Roof inspection checklist

Roofs fail at the details: the penetrations, the transitions and the terminations, long before the field of the roof gives up. This checklist walks the assembly in the order it goes together, so the photo that matters is taken while the layer underneath is still visible.

Who runs it: Roofing foreman on their own work, or the GC's superintendent before the roof is accepted and covered. When: Twice: once at dry-in, before the finish layer covers the underlayment and flashing, and again at completion before the deck is loaded with equipment.

Deck and substrate

- ☐ Deck dry, sound and swept before cover
No standing water, no soft or delaminated sheathing, no fasteners standing proud, no debris under the membrane line. 2 photos required
- ☐ Fastening pattern matches the approved layout
Spacing at field, perimeter and corner zones; no overdriven or missed fasteners. 1 photo required
- ☐ Slope and crickets built as designed
Water is directed to drains or scuppers, with crickets behind every curb wider than the drainage path. 1 photo required

Underlayment and flashing

- ☐ Underlayment lapped in the direction of drainage
Laps shingle-style downslope, side laps staggered, no reverse laps at valleys. 2 photos required
- ☐ Base and counter flashing at every vertical
Flashing carried up the wall, counter-flashed or reglet-set, terminated and sealed. 2 photos required
- ☐ Valley and transition details complete
Continuous metal or membrane through the valley, no butt joints left open. 1 photo required

Penetrations and edge

- ☐ Every penetration flashed and sealed
One photo per pipe, curb, vent and conduit: boot seated, clamped and sealed at the top. 3 photos required
- ☐ Equipment curbs sealed and level
Curb flashed above the finished roof line, unit set level, condensate routed off the roof. 2 photos required
- ☐ Edge metal, drip edge and terminations secured
Continuous cleat or fastening at the required spacing, laps sealed, no oil-canning at corners. 2 photos required

Drainage and closeout

- ☐ Drains, scuppers and gutters clear and flowing
Strainers in place, no debris, water leaves the roof at every low point. 2 photos required
- ☐ Roof clear of debris and staged material
Fasteners, offcuts and packaging removed; nothing left to puncture the membrane. 1 photo required