

Roofing preventive maintenance checklist

Roofing systems drift out of spec quietly, a failed fitting here, a tripped device there, until the callback or the failure makes it loud. This recurring maintenance checklist catches the drift early, with photo evidence that proves the round actually happened. Work is commonly verified against NRCA guidance, manufacturer installation requirements. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The roofing contractor or facilities tech on a scheduled maintenance visit. When: At least twice a year and after major storms, aligned with the warranty's required maintenance schedule.

Drainage and debris

- ☐ **Drains, scuppers and gutters clear of debris**
Strainers free of leaves and grit, no standing water more than a shallow depth after dry weather. 2 photos required
- ☐ **Roof surface free of ponding beyond the allowed duration**
Ponded areas marked and measured, checked against how long they've been standing. 1 photo required
- ☐ **Roof outlets discharging clear of the building**
Downspouts, leaders and scupper boxes attached and uncrushed, straps tight, splash blocks or storm connections in place so water leaves the foundation. 1 photo required

Membrane and flashing condition

- ☐ **Sealant and flashing joints intact**
No cracking, alligatoring or separation at flashing edges, curbs and pipe boots. 2 photos required
- ☐ **Membrane or field material free of new damage**
No blisters, punctures, lifted shingles or tile cracks compared to the last inspection's photos. 2 photos required
- ☐ **Seams and laps checked for opening since the last visit**
Membrane or panel seams, or shingle and cap laps, checked for edge curl, lifting or fishmouths; a sample probed where the membrane type allows it. 1 photo required
- ☐ **Edge metal, drip edge and coping still secure**
No loose, lifted or displaced drip edge, gravel stop or coping caps along any roof edge, cleats and fasteners still holding; checked closely after high winds. 1 photo required
- ☐ **Surface wear noted: granule loss, thin coating or exposed scrim**
Bare spots on shingles or cap sheet, chalking or thinned coating, reinforcement showing through a single-ply membrane. 1 photo required
- ☐ **Soft or spongy areas underfoot marked for a moisture survey**
Any area that gives underfoot or shows membrane wrinkling located on the roof plan for a moisture scan or core by a qualified tech. No photo required

Rooftop access and equipment

- ☐ **Foot traffic and other trades' work not damaging the roof**
Walk pads in place where equipment is regularly serviced, no unauthorized penetrations or dragged equipment marks. 1 photo required
- ☐ **Condensate lines draining to a drain or protected pad**
Where rooftop units discharge condensate, it runs to a drain or splash pad, with no staining, algae or softened membrane where it lands. No photo required

- ☐ **Other trades' rooftop work orders since the last visit reviewed**
Service tickets or permits for mechanical, solar or antenna crews checked so the areas they worked get a closer look. **No photo required**

Leaks and follow-up

- ☐ **Interior leak reports traced to a roof location**
Leak reports since the last visit pulled; each one matched to a spot on the roof plan and the likely entry point inspected. **No photo required**
- ☐ **Repairs from the last visit still holding**
Any patches and resealed areas from the prior report checked at the same locations and compared against the photos filed then. **No photo required**
- ☐ **Visit findings logged against the warranty's maintenance terms**
Visit date, findings and repairs recorded where the roof warranty requires documented maintenance. **No photo required**