

Commercial Roof Maintenance Checklist

Built for Northeast Ohio buildings, freeze-thaw cycles, lake-effect snow, and all.

Walk the roof with this list twice a year. Photograph anything that fails and keep completed copies in your roof file.

Spring Checklist APRIL

- ☐ Walk the full perimeter and field of the roof, looking for winter damage
- ☐ Inspect membrane seams for splits, fishmouths, or lifting from freeze-thaw cycles
- ☐ Check flashings at walls, curbs, and penetrations for cracks or pulling
- ☐ Clear all drains, scuppers, and gutters of winter debris
- ☐ Look for ponding water 48 hours after a rain
- ☐ Inspect around HVAC units and rooftop equipment for punctured or worn membrane
- ☐ Check interior ceilings and walls for new stains, especially under drains
- ☐ Photograph and date everything you find

After Every Storm YEAR-ROUND

- ☐ Inspect within 72 hours of hail or winds over 50 mph
- ☐ Look for hail bruising on membranes, dents on metal, and displaced ballast
- ☐ Check that no debris is blocking drains
- ☐ Photograph all damage immediately for insurance documentation

Fall Checklist OCTOBER

- ☐ Remove all leaves and debris, especially from drains and scuppers
- ☐ Trim back any tree limbs overhanging the roof
- ☐ Repair small cracks, open seams, and sealant gaps before the first freeze
- ☐ Confirm drains flow freely. A clogged drain in January becomes an ice dam
- ☐ Inspect and reseal pitch pans and penetrations
- ☐ Verify rooftop equipment panels and covers are secured against winter wind
- ☐ Review your snow removal plan and know your roof's load limits
- ☐ Update your roof file with photos and this completed checklist

Your Roof File KEEP ON HAND

- ☐ Warranty documents and the installation date
- ☐ Every inspection report and completed checklist
- ☐ Dated photos from each walkthrough
- ☐ Invoices for all repairs, with locations noted

Found something on this list? Get a free commercial roof inspection.

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