

# FLAT/LOW SLOPE ROOF INSPECTION FORM

## For Single-Ply (EPDM, PVC and TPO)

|                          |                       |                    |
|--------------------------|-----------------------|--------------------|
| Project Name             | Contact Name          | Contact Phone      |
| Description              | Inspected By          | Date of Inspection |
| Property Address         | City, State           | State, Zip         |
| Estimated Roof Area (SQ) | Approximate Age (Yrs) | Other              |

### General Information

| Type of Roof        | Roof Deck        | Drainage Provision     |
|---------------------|------------------|------------------------|
| EPDM                | Metal rib deck   | Design slope of roof   |
| PVC                 | Gypsum deck      | Interior roof drains   |
| TPO                 | Wood boards      | Primary & Secondary RD |
|                     |                  | Overflow Scuppers      |
|                     | Insulation       | Gutters & Downspouts   |
|                     | Foam Board       |                        |
| Flashing            | Fiberglass Batts | Slope                  |
| Same as roofing     | Unknown          | Dead Level             |
| Preform metal       |                  | Less than 1/12         |
| Preform rubber boot |                  | 1 to 2/12              |
| Lead base           |                  | More than 2/12         |

### Roof Assessment Overview

| # | Statement of Condition at time of inspection                                                                                                    | Y | N | NA | ? |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------|---|---|----|---|
| 1 | The roof covering appears to properly installed                                                                                                 |   |   |    |   |
| 2 | The roof appears to be in serviceable condition and free from leaks                                                                             |   |   |    |   |
| 3 | Side laps/seams appear to be weather tight and free from edge cavitation                                                                        |   |   |    |   |
| 4 | The roof surface appears to be relatively level or uniform in slope                                                                             |   |   |    |   |
| 5 | Roof drainage appears to be adequate and free from standing water                                                                               |   |   |    |   |
| 6 | Parapet walls including stone, vitreous clay tile, or preform sheet metal cap/coping appear to be in reasonably sound and serviceable condition |   |   |    |   |
| 7 | Roof membrane wall flashing appears to be in reasonably sound and serviceable condition                                                         |   |   |    |   |
| 8 | Flashing at rooftop equipment curbs and other roof penetrations appears to be in reasonably sound and serviceable condition                     |   |   |    |   |
| 9 | Protective walk pads appear to be in reasonably sound and serviceable condition, and secured in place                                           |   |   |    |   |

**Legend: Y=Yes, N=No, NA=Not Applicable, ?=Indeterminate**

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### Condition/Deficiency Present

| Installation                                                     | Roof Membrane & Flashing                                      |
|------------------------------------------------------------------|---------------------------------------------------------------|
| No expansion joints where normally required                      | Holes, tears, splits or abrasion                              |
| Improper flashing detail                                         | Ridges and buckles                                            |
| Flashing omission/incomplete                                     | Open lap seams/splicing                                       |
| No SM coping miter/lap joint sealant/cap trim                    | Localized/widespread wrinkles                                 |
| No readily apparent moisture barrier beneath parapet wall coping | Localized/widespread roof membrane deterioration              |
| Backwater laps present in side lap seams                         | Fastener back out                                             |
| Roof Drainage                                                    | Tenting present in perimeter roof membrane edge/wall flashing |
| Standing water present                                           | Membrane abuse or wear and tear                               |
| Indications of prior standing water                              | Excessive debris/vegetation on roof                           |
| Broken/loose/missing drain head strainer                         | Surface coating deterioration                                 |
| Blocked/restricted drainage                                      | Plasticizer migration in TPO/PVC                              |
| Negative slope/sag in guttering                                  | Displaced roof ballast                                        |
| Gutter/downspout rusty/worn through                              | Missing fasteners                                             |
| Open/ruptured downspout seams                                    | Fasteners backing out                                         |
| Scuppers rusty/worn through                                      | Flashing slippage or other signs of damage                    |
| Plugged roof drain opening                                       | Abandoned openings                                            |
| No scuppers/secondary roof drains                                | Improper, marginal or temporary repairs                       |
| Counterflashing lacking/incomplete                               | Deformed/concave rubber boot flashing                         |
|                                                                  |                                                               |

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### Condition/Deficiency Present

| Parapet Walls |                                                 | Life Safety & Other Provisions |                                              |
|---------------|-------------------------------------------------|--------------------------------|----------------------------------------------|
|               | Loose masonry/mortar joints                     |                                | No roof perimeter fall protection            |
|               | Bulges/Movement/Leaning                         |                                | No fall protection above skylight openings   |
|               | Facial spalling/deterioration                   |                                | No interior roof access provision            |
|               | Wall covered with tar or roof cement            |                                | No fall protection beneath indoor roof hatch |
|               | Broken/cracked stone/tile coping                |                                | No fall protection above roof hatch opening  |
|               | Loose stone/tile coping                         |                                | No protective walk pads/pavers               |
|               | Missing stone/tile coping                       | Roof Structure                 |                                              |
|               | Poor SM coping workmanship                      |                                | Localized/widespread rust on metal deck      |
|               | Worn SM coping miter/lap joint sealant          |                                | Localized/widespread metal deck rust through |
|               | Rusty/raised fasteners in SM coping             |                                | Significant deflection/sag in roof surface   |
|               | Roof cement applied to stone/tile coping joints |                                | Localized/widespread soft spots under foot   |
|               |                                                 |                                |                                              |

### Additional Comments/Remarks

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(Authorized Signature)