

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 be 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	Trimming 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)