POST STORM ROOF INSPECTION CHECKLIST

This is a checklist for inspecting a commercial roof after a storm. It is written to be used in the days following, when the priority is to find the damage and record it properly before anything changes.

Work in this order: safety, interior, drainage, perimeter, details, field. The interior comes early because it tells you where to look hardest.

BEFORE YOU GO UP

Do not go on a roof while wind is still gusting, and do not go on a roof that may have been structurally damaged. Treat every rooflight as fragile and assume that anything lifted may still be loose.

Take a camera, a numbered roof plan, the last inspection report and something to write on. Note the date, the storm and the conditions on the day.

INSIDE FIRST

LOOK AT	WHAT A PROBLEM LOOKS LIKE
☐ Ceilings throughout, not only below the damage	New stains, growing stains, sagging or fallen tiles
☐ Light fittings and electrical equipment	Water near a fitting, which is a safety issue first
☐ The deck where visible	Fresh damp, drips, water tracking along a beam
☐ Plant rooms and service voids	Trays, buckets, standing water, new damp
☐ Stock, equipment and finishes	Water damage that will need its own record
☐ What occupants report	Where it dripped, and when it started

THE DRAINAGE

LOOK AT	WHAT A PROBLEM LOOKS LIKE
☐ Outlets and sumps	Packed with storm debris, water still standing
☐ Strainers and domes	Missing, displaced, crushed or blown away
☐ Scuppers	Blocked at the throat, damaged flashing
☐ Overflows	Blocked, or evidence that one has been running hard
☐ Gutters and downpipes	Debris, disconnection, a joint pulled open
☐ Where the water discharges	Erosion, pooling, water running against the building

THE PERIMETER

LOOK AT	WHAT A PROBLEM LOOKS LIKE
☐ Edge metal and coping	Lifted, bent, displaced, sections missing entirely
☐ Termination bars	Fasteners pulled, a bar lifted along part of its length
☐ Membrane at the edge	Peeled back, a corner lifted, a flapping section
☐ Ballast	Scoured on the upwind side, piled on the downwind side
☐ Parapets and walls	Fresh cracking, displaced coping, staining below a joint
☐ Fascias and soffits	Loose, damaged, or pulled away from the structure

THE DETAILS AND THE FIELD

LOOK AT	WHAT A PROBLEM LOOKS LIKE
☐ Laps and seams	Opened, lifted, peeled back along a run
☐ Fastener lines	Popped or dimpled, which indicates uplift and settlement
☐ Punctures and impact marks	Bruising, cuts, holes, often in one part of the roof

LOOK AT	WHAT A PROBLEM LOOKS LIKE
☐ Rooflights	Cracked, broken, displaced, or impact marked
☐ Curbs and flashings	Slipped, lifted at a corner, sealant pulled open
☐ Debris on the roof	What it is, where it came from, whether it caused damage
☐ Standing water	Where it is now, and the tide mark showing where it was

THE EQUIPMENT

LOOK AT	WHAT A PROBLEM LOOKS LIKE
☐ Units and housings	Moved, tilted, panels blown off, damage to casings
☐ Fixings and stands	Loosened, lifted, pads displaced
☐ Solar arrays and screens	Modules damaged, frames moved, ballast displaced
☐ Signage and antennas	Loose, leaning, or detached from their fixings
☐ Cable and pipe runs	Pulled, disconnected, resting on the membrane

WHAT TO DO WITH IT

1. **Photograph before you touch anything.** Two minutes now saves a month of argument.
2. **Walk the interior first.** It tells you where to look hardest on the roof.
3. **Walk the perimeter as a separate pass.** This is where storm damage concentrates.
4. **Record the date, the storm and the conditions.** Evidence needs a timestamp.
5. **Keep receipts for emergency work.** Including labor and materials.
6. **Get a professional inspection for anything structural.** A lifted and settled roof looks fine from the field.

Want the reasoning behind these checks? Read what a roof inspection covers and what a report should contain.

Walked by _____ Date _____ Roof _____