# ROOF INSPECTION PREPARATION CHECKLIST

This is a checklist for the building side of a commercial roof inspection: what to arrange, gather and decide before the inspector arrives.

The fee is the same whether or not you prepare. The difference lands entirely in what you get back.

## TWO WEEKS BEFORE

| DO | WHY |
|---|---|
| ☐ Agree the brief in writing | So the report answers the question you actually have |
| ☐ Confirm the scope and method | Visual, infrared, drone, core sampling |
| ☐ Confirm the deliverable | Format, timescale and what it will include |
| ☐ Give tenant notice | Where leases require it, with dates |
| ☐ Book any permit to work | Buildings that operate one need lead time |
| ☐ Ask whether core sampling is wanted | And whether you are willing to permit it |

## ONE WEEK BEFORE

| DO | WHY |
|---|---|
| ☐ Test the roof access yourself | Hatches seize, keys disappear, ladders age |
| ☐ Find every key | Hatch, gate, plant room, service riser |
| ☐ Check the safe route | Fall protection, anchor points, fragile areas |
| ☐ Clear obstructed access | Stored material in front of a hatch is common |
| ☐ Confirm who will attend | From the building, and from the inspector |
| ☐ Arrange interior access | Including tenant areas and plant rooms |

## THE RECORDS TO HAVE READY

| DOCUMENT | WHAT IT TELLS THE INSPECTOR |
|---|---|
| ☐ Roof plan | Where everything is, and how to describe a location |
| ☐ Original specification | System, insulation, deck, attachment |
| ☐ Repair invoices, five years | Whether failures recur in one place |
| ☐ Maintenance records | Whether anybody has been on the roof between failures |
| ☐ Previous inspection reports | What was found last time, and whether it was acted on |
| ☐ Warranty certificate and conditions | What cover exists and what it requires |
| ☐ Leak reports from occupants | The evidence the roof itself will not provide |
| ☐ Rooftop equipment list | Who owns each unit and who services it |

## THE BRIEF

| STATE | WHY |
|---|---|
| ☐ The decision this supports | Budget, purchase, claim, or maintenance planning |
| ☐ Whether a moisture survey is wanted | It is a separate exercise with its own conditions |
| ☐ Whether indicative costs are required | Changes the work and the fee |
| ☐ The areas of known concern | So they get the time they deserve |
| ☐ Any access constraint | Tenanted areas, operating hours, live plant |
| ☐ Who receives the report | And whether it will be shared externally |

## ON THE DAY

| DO | WHY |
|---|---|
| ☐ Walk the roof together if practical | The conversation is worth as much as the report |

| DO | WHY |
|---|---|
| ☐ Point out the known problems | There is nothing to be gained by testing the inspector |
| ☐ Introduce the facilities staff | They know where it drips and in which weather |
| ☐ Make sure the interior is walked | Half the evidence about a roof is inside |
| ☐ Take notes during the walk | Spoken detail gets compressed on paper |
| ☐ Agree next steps before they leave | Deliverable, timescale and any return visit |

## WHAT TO DO WITH IT

1. **Write the brief as a decision, not a request.** The decision determines the document.
2. **Test the roof access a week ahead.** The hatch is the commonest reason a visit fails.
3. **Write the leak list.** It is the most useful record and the least often kept.
4. **Walk it with them.** And take notes while they are talking.
5. **Make sure they go inside.** A roof inspection that never enters the building is half an inspection.

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

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Walked by _____ Date _____ Roof _____