ROOF INSPECTION REPORT REVIEW CHECKLIST

This is a checklist for reading a commercial roof inspection report you have been sent. It assumes the inspection has happened and you are now deciding what to do about it.

The aim is to find out whether the report is something you can act on, and to send back the gaps while the inspector still remembers the roof.

THE STRUCTURE

SHOULD CONTAIN	WHY
☐ Date, weather and conditions	Conditions limit what can be concluded
☐ Who carried out the inspection	And what their qualification or basis is
☐ Scope of the inspection	What was and was not within the brief
☐ Method used	Visual, infrared, drone, core sampling
☐ A numbered roof plan	Every finding needs a location that survives
☐ Area descriptions	System, build up, approximate age by area
☐ Findings, located and photographed	The substance of the report
☐ Limitations	Specific, not boilerplate
☐ Recommendations with timescales	So the report produces a plan

EACH FINDING

SHOULD HAVE	WHY
☐ A location by area number	So the roofer can find it without a guided tour
☐ A wide photograph	To place it on the roof

SHOULD HAVE	WHY
☐ A close photograph	To show what it actually is
☐ A rating	Against a scale defined in the document
☐ A recommended action	Repair, monitor, investigate further
☐ A timescale	Now, this year, next cycle
☐ A reason	Why this rating rather than the one below it

THE PHRASES TO QUESTION

PHRASE	WHAT TO ASK
☐ Generally sound	Which areas are not, and how bad are they
☐ No major defects noted	Were any minor ones found, and where
☐ Limited access	Which areas, why, and what would resolve it
☐ Appears to be	What would confirm it
☐ Consistent with its age	What is the actual condition, independent of age
☐ Recommend monitoring	By whom, how often, and looking for what
☐ Further investigation advised	What investigation, and what would it cost

THE NUMBERS

CHECK	WHAT TO ASK
☐ Remaining life	Is the basis condition or age
☐ Roof area	Measured from a plan, or estimated
☐ Affected area for any defect	Stated as a figure, or described in words
☐ Indicative costs	What they include and exclude

CHECK	WHAT TO ASK
☐ Moisture survey results	Area, confirmation method, limitations

THE OMISSIONS

MISSING	WHAT IT MEANS
☐ A roof plan	Findings cannot be located or compared next year
☐ Photographs	Nothing can be verified or compared
☐ A rating definition	Each reader applies their own meaning
☐ Timescales	Everything competes with everything else for budget
☐ A limitations section	You cannot tell what was not looked at
☐ Interior observations	Half the evidence about a roof is inside the building

WHAT TO DO WITH IT

1. **Try to locate three findings on the roof plan.** If you cannot, the report is not actionable yet.
2. **Send the gaps back in one numbered list.** Within a week, while the visit is fresh.
3. **Ask for the basis of the remaining life figure.** It will travel further than anything else in the report.
4. **Treat limitations as instructions.** A locked hatch is a solvable problem.
5. **File it with the plan and the photographs.** The next inspection starts here.

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

Walked by _____ Date _____ Roof _____