

Pre-Storm Roof Preparation Checklist



Date inspected:

1. Roof & Openings		Additional Information
YES NO	Does the roof surface contain any tears or punctures?	
YES NO	Are the counter flashings/pitch pans cracked, bent or loose?	
YES NO	Are there open seams/pitch pans/skylights?	
YES NO	Any holes (gap or void) bigger than two inches?	
	What actions or repairs are necessary to resolve the above issues? _____ _____	

2. Drainage	
YES NO	Do the drains/scuppers/gutters/down spouts contain debris and other blockage?
YES NO	Are the drains/scuppers/gutters/down spouts cracked, bent or loose?
YES NO	Is there adequate slope to the drains?
	What actions or repairs are necessary to resolve the above issues? _____ _____

3. Equipment	
YES NO	Are rooftop blowers, vents and AC units secured to their curbs and supports?
YES NO	Are other moveable items such as antennae, satellite dishes and splash blocks secured to the roof?
YES NO	Are conduits, TV cables, pipes and condensation lines secured and/or removed?
YES NO	Any extra considerations/operational needs required?
	What actions or repairs are necessary to resolve the above issues? _____ _____

4. Other Considerations	
YES NO	Have areas of potential water infiltration or ponding water been determined?
YES NO	Are nearby trees and/or bushes trimmed away from the roof?
YES NO	Has your maintenance department taken video of the roof at various locations?

Notes:
