

Roofing PM Checklist

Actions and activities recommended in this guide should only be attempted by trained and certified personnel, complying with all required safe work practices. If such personnel are not available, the actions recommended here should not be initiated. Frequencies indicated are based on a comparison of intervals from various industry sources and are provided solely for planning purposes.

Task ID	Task Name	Task Text	Frequency	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually
ROO-001	Maintain Records	Keep and maintain records of all: <ul style="list-style-type: none"> • Inspections (including this checklist) • Photographs of roof issues • Test investigations (thermographic readings) • Roofing repairs and replacements • Preserve all warranty information 	Semi-Annually					X	
ROO-002	Interior Issue Check	Inspect interior finishes (ceilings and walls) for signs of structural distress. Examine the interior of the building for signs of water damage such as mold, mildew, drips and leaks, water stains, and peeling paint. Leaks can travel sideways through a building, so the cause of the damage may not be located directly above it.	Semi-Annually					X	
ROO-003	Moisture Check	Include non-destructive investigation (e.g., infrared thermography) if moisture infiltration is suspected.	Semi-Annually					X	
ROO-004	Rooftop Cleanliness Check	Inspect rooftop for accumulated dirt and debris. Check for clogged drains and resulting rot or premature decay of roofing surfaces. Fallen tree limbs may damage roof membranes and elements. Schedule tree maintenance if you consistently notice fallen branches.	Semi-Annually					X	
ROO-005									
ROO-006									
ROO-007									
ROO-008									
ROO-009									
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ROO-018									
ROO-019									
ROO-020									

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