

What to Inspect	Task	Maintenance/Check Required	Notes and Comments
Exterior Walls	check for	<input type="checkbox"/> leaks <input type="checkbox"/> straining <input type="checkbox"/> missing mortar	
Interior Roof Deck	check for signs of	<input type="checkbox"/> leaks <input type="checkbox"/> deterioration	
Ceiling		<input type="checkbox"/> check for signs of leaks	
Interior Walls		<input type="checkbox"/> check for signs of leaks	
Roof Edge		<input type="checkbox"/> check for deterioration	
Fascia/Coping		<input type="checkbox"/> check for deterioration	
Expansion Joints	check for signs of	<input type="checkbox"/> excessive movement <input type="checkbox"/> leaks <input type="checkbox"/> deterioration	
HVAC	check	<input type="checkbox"/> duct work <input type="checkbox"/> housings <input type="checkbox"/> condensate lines <input type="checkbox"/> pipes	
	inspect	<input type="checkbox"/> sheet metal cabinets <input type="checkbox"/> gaskets	
		<input type="checkbox"/> inspect equipment base/tie-in	
Penetrations		<input type="checkbox"/> fill all pitch pans <input type="checkbox"/> inspect pipe boots	
Drainage System	clear all	<input type="checkbox"/> gutters <input type="checkbox"/> downspouts <input type="checkbox"/> scuppers	
		<input type="checkbox"/> clean out drains	
		<input type="checkbox"/> make sure drains are working properly	
	check	<input type="checkbox"/> strainers <input type="checkbox"/> clamping rings	
Field Of Roof		<input type="checkbox"/> redistribute any ballast across bare spots	
		<input type="checkbox"/> note any deficiencies or damage and contact TEMA Roofing Services	
		<input type="checkbox"/> inspect coating if present and recoat as necessary	
Base Flashings		<input type="checkbox"/> check attachment and repair as necessary	
		<input type="checkbox"/> check counter flashings	
		<input type="checkbox"/> inspect for signs of movement	
Metal		<input type="checkbox"/> check attachment and repair as necessary	
		<input type="checkbox"/> paint any rusted metal	
		<input type="checkbox"/> re-caulk as necessary	
Other	check for	<input type="checkbox"/> oil deposits/surface contamination <input type="checkbox"/> soft areas <input type="checkbox"/> vandalism <input type="checkbox"/> ponding water <input type="checkbox"/> etc.	

Name: _____

Signature: _____

Company: _____

Date: _____

Notes: _____

