

## Preventative Maintenance Check List

Roof Area	Code	Before Picture	After Picture	Comments
<b>Roof Deck</b>	___	<input type="checkbox"/>	<input type="checkbox"/>	Concrete <input type="checkbox"/> Metal <input type="checkbox"/> Gypsum <input type="checkbox"/> Wood <input type="checkbox"/> Techum <input type="checkbox"/> Other <input type="checkbox"/>
<b>Interior Ceiling</b>	___	<input type="checkbox"/>	<input type="checkbox"/>	Drop Ceiling <input type="checkbox"/> Dry Wall <input type="checkbox"/> Plaster <input type="checkbox"/> Other <input type="checkbox"/>
<b>Roof Membrane/BUR</b>	___	<input type="checkbox"/>	<input type="checkbox"/>	Allgatoring <input type="checkbox"/> Bare Area <input type="checkbox"/> Blisters <input type="checkbox"/> Debris <input type="checkbox"/> Punctures <input type="checkbox"/> Ridging <input type="checkbox"/> Splits <input type="checkbox"/> Other <input type="checkbox"/>
<b>Roof Membrane/Single Ply</b>	___	<input type="checkbox"/>	<input type="checkbox"/>	Displaced Ballast <input type="checkbox"/> Open Seams <input type="checkbox"/> Punctures <input type="checkbox"/> Fastener Backout <input type="checkbox"/> Other <input type="checkbox"/>
<b>Roof Membrane/Modified</b>	___	<input type="checkbox"/>	<input type="checkbox"/>	Blisters <input type="checkbox"/> Debris <input type="checkbox"/> Punctures <input type="checkbox"/> Splits <input type="checkbox"/> Seams <input type="checkbox"/> Other <input type="checkbox"/>
<b>Roof Membrane/PUF</b>	___	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Edge Details</b>				
Gravel Stop	___	<input type="checkbox"/>	<input type="checkbox"/>	Rust <input type="checkbox"/> Flashing Repairs <input type="checkbox"/> Resecured <input type="checkbox"/> Other <input type="checkbox"/>
Drip Edge	___	<input type="checkbox"/>	<input type="checkbox"/>	Rust <input type="checkbox"/> Flashing Repairs <input type="checkbox"/> Resecured <input type="checkbox"/> Other <input type="checkbox"/>
Wall	___	<input type="checkbox"/>	<input type="checkbox"/>	Coping Repairs <input type="checkbox"/> Termination Repairs <input type="checkbox"/> Waterproofing Needed <input type="checkbox"/> Other <input type="checkbox"/>
<b>Roof Penetrations</b>				
Pipes	___	<input type="checkbox"/>	<input type="checkbox"/>	Flashing Repairs <input type="checkbox"/> Cap Added <input type="checkbox"/> Painted <input type="checkbox"/>
Vents	___	<input type="checkbox"/>	<input type="checkbox"/>	Flashing Repairs <input type="checkbox"/> Grease/Detrimental Exhaust <input type="checkbox"/>
Pitch Pockets	___	<input type="checkbox"/>	<input type="checkbox"/>	Flashing Repairs <input type="checkbox"/> Filler Added <input type="checkbox"/>
HVAC Units	___	<input type="checkbox"/>	<input type="checkbox"/>	Flashing Repairs <input type="checkbox"/> Protective Mat Added <input type="checkbox"/> Condensate Pipe <input type="checkbox"/> Duct Work Repairs <input type="checkbox"/> Freon Discharge <input type="checkbox"/> Grease <input type="checkbox"/> Other <input type="checkbox"/>
<b>Coping</b>	___	<input type="checkbox"/>	<input type="checkbox"/>	Concrete Block <input type="checkbox"/> Terra Cotta <input type="checkbox"/> Metal <input type="checkbox"/> Other <input type="checkbox"/>
Surface	___	<input type="checkbox"/>	<input type="checkbox"/>	Rusting <input type="checkbox"/> Broken Stone / Tile <input type="checkbox"/> Ponding <input type="checkbox"/>
Joints	___	<input type="checkbox"/>	<input type="checkbox"/>	Open <input type="checkbox"/> Require Caulking <input type="checkbox"/> Require Point & Tuck <input type="checkbox"/>
Securement	___	<input type="checkbox"/>	<input type="checkbox"/>	Continuous Cleat <input type="checkbox"/> Spot Cleat <input type="checkbox"/> Face Attachment <input type="checkbox"/> Mortar <input type="checkbox"/>
<b>Counter Flashing</b>				
Parapet Wall	___	<input type="checkbox"/>	<input type="checkbox"/>	Caulking <input type="checkbox"/> Fasteners <input type="checkbox"/> Joints <input type="checkbox"/> Rust <input type="checkbox"/>
Penthouse	___	<input type="checkbox"/>	<input type="checkbox"/>	Caulking <input type="checkbox"/> Fasteners <input type="checkbox"/> Joints <input type="checkbox"/> Rust <input type="checkbox"/>
<b>Expansion Joints</b>	___	<input type="checkbox"/>	<input type="checkbox"/>	Splits <input type="checkbox"/> Punctures <input type="checkbox"/> Securement <input type="checkbox"/> Rust <input type="checkbox"/> Other <input type="checkbox"/>
<b>Drainage</b>				
Gutters	___	<input type="checkbox"/>	<input type="checkbox"/>	Cleaned <input type="checkbox"/> Sealed Joints <input type="checkbox"/> Re-hang <input type="checkbox"/> Partial Replacement <input type="checkbox"/> Other <input type="checkbox"/>
Downspouts	___	<input type="checkbox"/>	<input type="checkbox"/>	Cleaned <input type="checkbox"/> Sealed Joints <input type="checkbox"/> Re-hang <input type="checkbox"/> Partial Replacement <input type="checkbox"/> Other <input type="checkbox"/>
Scuppers	___	<input type="checkbox"/>	<input type="checkbox"/>	Cleaned <input type="checkbox"/> Repaired Flashing <input type="checkbox"/> Collector Head Repairs <input type="checkbox"/> Collector Head Cleaning <input type="checkbox"/> Other <input type="checkbox"/>
Drains	___	<input type="checkbox"/>	<input type="checkbox"/>	Cleaned <input type="checkbox"/> Replaced Debris Basket <input type="checkbox"/> Water Test <input type="checkbox"/> Other <input type="checkbox"/>
<b>Additional Work</b>	___	<input type="checkbox"/>	<input type="checkbox"/>	Skylight Protection <input type="checkbox"/> Roof Hatch Safety Rall System <input type="checkbox"/> Preventative Maintenance <input type="checkbox"/> Drainage Cleaning <input type="checkbox"/> Walk Pad Installation <input type="checkbox"/> Pollutant Protection <input type="checkbox"/> Reflective Coating <input type="checkbox"/> Thermal Scan <input type="checkbox"/> Additional Repairs <input type="checkbox"/> Budget Information for Permanent Roofing <input type="checkbox"/>

**Additional Comments:** \_\_\_\_\_  
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**Code:** **N** = No Repair Required, **R** = Repaired, **F** = Further Repairs Required, **O** = Repairs Required By Others, **N/A** = Not Applicable