FLAT ROOFING INSIGHTS

Flat & Low-Slope Roof Maintenance Checklist

Regular roof maintenance is essential to protecting your investment and avoiding costly repairs. Use this checklist to guide your biannual roof inspections — ideally in spring and fall — and also after any major weather events. This guide is tailored for both commercial property managers and homeowners with flat or low-slope roofing systems, and is grounded in industry best practices.

1. General Safety & Roof Access

- Before stepping onto any roof, always prioritize safety.
- Confirm stable ladder placement, personal protective equipment (PPE), and secure access points.
- Homeowner Tip: When in doubt, stay off the roof and inspect from the ground or hire a professional.

2. Exterior Checks (From the Ground)

- Walk the perimeter of your building and look up. Check for sagging edges, blocked gutters, fallen branches, or signs of moisture or staining on walls.
- *Homeowner Tip: Use binoculars to zoom in safely from below.*

3. Membrane Surface Inspection

- Look for punctures, bubbles, cracks, or pooling water on the membrane surface. Document any damage immediately.
- Homeowner Tip: Unsure what you're seeing? Take clear, well-lit photos and email them to your roofing contractor or inspector for a remote assessment.

4. Drainage & Edge Details

- Ensure all drains, scuppers, and gutters are free from debris. Inspect edge metal and parapets for rust, detachment, or sealant failure.
- Homeowner Tip: Check after storms to prevent standing water and potential leaks.

5. Flashings & Penetrations

- Inspect flashings around pipes, vents, skylights, and equipment for cracking, separation, or other signs of wear.
- Homeowner Tip: Anything unusual near pipes or rooftop units? Report it before winter or heavy rain seasons begin.

6. HVAC Units & Rooftop Equipment

- Check around rooftop mechanical units for signs of leakage, loose panels, or deteriorated seals.
- Homeowner Tip: Avoid walking close to these units unless you're trained. They can be fragile and dangerous.

7. Insulation & Structural Integrity

- If accessible, check for signs of wet insulation, soft spots, or sagging — indicators of deeper issues.
- Pro Tip: Moisture mapping and infrared scans can detect problems beneath the surface.

8. Cleaning & Preventative Maintenance

- Remove leaves, branches, or trash. Clean surfaces gently and check for algae or moss buildup.
- Homeowner Tip: A clean roof doesn't just last longer — it runs cooler, helping reduce energy costs in summer.

9. Documentation & Photo Records

- Maintain a dated log of each inspection with written notes and photos.
- Homeowner Tip: Keep a digital folder or binder for all roofing-related files — inspections, repairs, warranties. This helps preserve warranty validity and increases resale value.

10. Follow-Up Plan & Scheduling

- Set reminders for your next inspection, schedule needed repairs, and contact professionals for assessments when necessary.
- Homeowner Tip: Small issues caught early are usually cheaper and quicker to fix.

Need help with roof repairs, leak assessments, or professional moisture scans?

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