

Roofing Inspection Checklist

Pitched and flat roof inspection covering structure, weatherproofing, drainage and edge details. · Free template from SiteAudit — siteaudit.app/templates

PROJECT / PROPERTY	ADDRESS	ROOF TYPE	AREA INSPECTED
INSPECTED BY	DATE	WEATHER	ACCESS METHOD

Ref	Item	Y / N / N/A	Observation / evidence	Action required	Owner	Due date	Status
1. Access & safety							
1	Safe access arranged and edge protection in place						
2	Roof confirmed as safe to walk or non-fragile areas identified						
3	Weather suitable for working at height						
4	Exclusion zone below established						
2. Structure & deck							
5	No visible deflection, sagging or movement						
6	Timbers, joists or purlins sound with no rot or insect damage						
7	Deck fixings secure and at the specified centres						
8	Ventilation paths clear at eaves and ridge						
9	Insulation continuous, dry and correctly positioned						
3. Covering							
10	Tiles, slates or sheets complete, aligned and correctly lapped						
11	No cracked, slipped, missing or delaminated units						
12	Fixings and clips present, especially at perimeters and verges						
13	Membrane or felt intact with no tears, blisters or ponding						
14	Laps and welds continuous and fully bonded						
15	Falls adequate with no standing water						
4. Details & penetrations							
16	Flashings, soakers and cover flashings sound and dressed correctly						
17	Upstands at the specified height and terminated properly						

Ref	Item	Y / N / N/A	Observation / evidence	Action required	Owner	Due date	Status
18	Penetrations, vents and rooflights sealed and weathertight						
19	Abutments and chimneys pointed and flashed						
20	Verge, eaves and ridge details complete and secure						
5. Drainage							
21	Gutters, outlets and hoppers clear and free flowing						
22	Downpipes secure, connected and discharging correctly						
23	Outlets fitted with leaf guards where required						
24	No evidence of overflow staining or water ingress internally						

How to use this template

1. Inspect after heavy rain if you can. Ponding, overflow and ingress are visible then and invisible a week later.
2. Check the ceiling below as part of the roof inspection — staining internally often locates a defect you cannot see from above.
3. Photograph every detail at abutments and penetrations. That is where the overwhelming majority of roof failures start.
4. Never walk a roof you have not confirmed is non-fragile. Rooflights and old sheeting fail without warning.

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