

COMMERCIAL ROOF INSPECTION CHECKLIST

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FOR BUSINESS OWNERS

Property managers

Facility managers

Commercial roofs can be more complex than residential roofs, with flat membranes, large drainage systems, HVAC equipment and multiple penetrations. This checklist follows Infinite Roofing's commercial inspection guidance and helps you record essential roof conditions.

KEY COMMERCIAL CHECKS

ROOF MEMBRANE OR SHEETS

Look for splitting, blistering, lifting or other visible deterioration.

DRAINAGE

Check gutters and drainage points for blockages and look for ponding after severe storms.

FLASHING AND PENETRATIONS

Check for deterioration or gaps around penetrations that may allow water entry.

EDGES, PARAPETS AND PAST REPAIRS

Inspect vulnerable edge details and review how previous repairs are holding up.

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BEFORE YOU START

Commercial roof inspections should be approached carefully. Commercial buildings may have complex roof systems and large rooftop components, so a professional inspection can be important where a detailed assessment is required.

SAFETY FIRST

Only inspect areas you can access safely. If the roof is steep, difficult to navigate or requires specialised safety equipment, leave the assessment to a professional contractor.

INSPECTION RECORD

Property / business name

Property address

Inspection date

Inspected by

Weather conditions

Roof type if known

Date of previous inspection / repair

WHEN TO CHECK THE ROOF

- ☐ On a regular inspection schedule.
- ☐ After significant weather events such as heavy rainfall or hail.
- ☐ More frequently as the roof approaches the middle of its expected lifespan.
- ☐ Whenever there are signs of water ingress, repeated leaks or other visible damage.

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STEP 1 ROOF SURFACE AND DRAINAGE

Start with the roof surface and drainage system. On flat commercial roofs, water can build up quickly, so drainage deserves particular attention.

MEMBRANE OR ROOF SHEETS

- ☐ Scan the membrane or roof sheets for signs of splitting.
- ☐ Look for blistering or areas where material is lifting away from the underlying structure.
- ☐ Record the exact location of any visible deterioration.

GUTTERS AND DRAINAGE POINTS

- ☐ Check gutters for debris or other blockages.
- ☐ Inspect drainage points for anything restricting water flow.
- ☐ After severe storms, check for ponding or standing water.
- ☐ Photograph areas where water repeatedly collects or drains poorly.

WHY DRAINAGE MATTERS

Proper drainage is crucial for flat roofs. Water that builds up can increase the risk of damage to the roof and critical building infrastructure.

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STEP 2

PENETRATIONS, EDGES AND PREVIOUS REPAIRS

Commercial roofs often have many penetrations and edge details. These areas can become vulnerable when flashing deteriorates or previous repairs begin to fail.

ROOF PENETRATIONS AND FLASHING

- ☐ Inspect flashing around roof penetrations.
- ☐ Look for deterioration, lifting or gaps that could let water in.
- ☐ Record any areas that appear different from the previous inspection.

ROOF EDGES AND PARAPET WALLS

- ☐ Inspect roof edges for cracks or other visible vulnerabilities.
- ☐ Check parapet walls for cracking or deterioration.
- ☐ Inspect edge flashing and note any gaps, lifting or damage.

PREVIOUS REPAIRS

- ☐ Locate previous membrane patches and repaired areas.
- ☐ Check replaced flashing and other earlier repair work.
- ☐ Record whether past repairs still appear sound or are beginning to deteriorate.

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STEP 3 DOCUMENT THE INSPECTION

Commercial roof inspections should be documented carefully. Record the inspection date, the steps you completed, detailed notes about any issues and photographs from multiple angles.

KEEP A MAINTENANCE HISTORY

A detailed inspection and maintenance history can support asset management, planning for future work and insurance records. Insurance requirements vary, so review your policy.

LOCATION	ISSUE / OBSERVATION	PHOTO	FOLLOW-UP

PHOTO RECORD

- ☐ Take photographs from multiple angles.
- ☐ Include a wider photo showing where the issue is located.
- ☐ Take a closer photo showing the condition or damage clearly.
- ☐ Keep photos with the inspection date and notes for future comparison.

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WHEN TO CALL A PROFESSIONAL

A visual inspection can help identify clear wear or damage, but some leaks and warning signs are difficult to diagnose without roofing experience.

YOU CANNOT LOCATE A LEAK

Small roof gaps can be difficult to find, even when there are clear signs of water ingress.

THE ROOF IS DIFFICULT OR UNSAFE TO ACCESS

Steep pitches or other difficult roof features are better assessed by a contractor with appropriate safety equipment.

YOU NOTICE SAGGING

Sagging can indicate an underlying structural problem and should be assessed thoroughly.

THE SAME PROBLEM KEEPS RETURNING

Repeated issues after repairs can indicate that the underlying problem has not been properly identified.

YOUR INSURER REQUIRES IT

Business owners may need roof assessments to be completed by a licensed inspector, depending on the insurer and policy requirements.

DO NOT WAIT FOR VISIBLE DAMAGE

Minor roof problems can go unnoticed even with regular checks. A professional inspection, alongside your own assessments, can help identify issues before they develop further.

LOOKING FOR A PROFESSIONAL ROOF INSPECTION?

Infinite Roofing provides professional assessments for commercial buildings. Contact the team for a free quote.

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