

RISK COMMUNIQUÉ

Roof Assessment

Storms involving rain, wind, snow, ice, hail and a combination of environmental factors result in millions of dollars in property damage and the interruption of services and operations. Your roof should be designed, constructed and maintained to defend against the environmental conditions of the local region. Roof and equipment damage along with moisture leaking into the building can pose a significant risk to the building and occupants. These risks can be managed through ongoing roof assessments.

Your facility's roof is an important area where you can control risk simply by conducting inspections. It is considered a best practice to have every roof routinely inspected to ensure that the:

- roofing material is properly in place
- flashing is adequate
- roof drains are clear of debris

Inspection Guidelines

Frequency: Roof inspections should be completed at least annually and after major storms. Each inspection should be documented with a checklist and photos if possible, and documentation should be kept on hand for future reference and review.

Liability: The safety of individuals who are working on a roof is of the utmost importance. Roofing contractors who have the proper equipment, experience and training can be used to complete the roof inspections and documentation. The roofing contractor should be qualified and licensed, meeting local, state and Federal requirements. To limit your organization's exposure, the contractor should provide certificates of insurance for general liability and workers' compensation.

Documentation: A Roof Assessment Checklist is provided here for use in documenting the roof condition. The Checklist can also be used to initiate actions needed to maintain the roof so that storms do not result in unexpected damage to the property and associated injury to the occupants or the general public.

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Roof Assessment Checklist

Name of facility: _____ Date: _____

Address: _____

Completed by: _____

Instructions:

1. Complete one form for each major building annually and after severe storms. Take photos of the roof to keep with this form. Connected groups of smaller buildings may be included on one form.
2. Any "yes" answer signifies a condition that needs to be repaired or examined by a qualified professional.
3. Schedule repairs promptly. Roofs that require repair are more susceptible to windstorm damage.

Overall Condition	
Satisfactory <input type="checkbox"/>	
Needs repair <input type="checkbox"/>	Action Planned:
Age of roof(s) _____	Date of last roof repair _____
Describe any special features and procedures to reduce wind, hurricane, snow exposure, etc.:	

	Item	Yes	No	Comments / Action
1	Are there any cracks, splits or loose seams in the roof covering?	<input type="checkbox"/>	<input type="checkbox"/>	
2	Is there any blistering (may resemble bubbles) of the roof covering?	<input type="checkbox"/>	<input type="checkbox"/>	
3	Is there any ponding or other evidence of water accumulation?	<input type="checkbox"/>	<input type="checkbox"/>	
4	Are drains plugged or potentially blocked by debris or other material?	<input type="checkbox"/>	<input type="checkbox"/>	
5	Are there any bare spots in the gravel or stone covering?	<input type="checkbox"/>	<input type="checkbox"/>	
6	Is there any evidence of damage by hail?	<input type="checkbox"/>	<input type="checkbox"/>	
7	Are gutters and downspouts intact and clear of leaves or other obstructive materials?	<input type="checkbox"/>	<input type="checkbox"/>	
8	Is there any loose or missing flashing around the edges (top and sides), especially near the corners?	<input type="checkbox"/>	<input type="checkbox"/>	
9	Are there any signs, antennas, microwave dishes, or other roof-mounted equipment with loose or disconnected supports or guy wires?	<input type="checkbox"/>	<input type="checkbox"/>	
10	Is there any evidence of leaking on the top floor of the building?	<input type="checkbox"/>	<input type="checkbox"/>	

Note: Avoid torch-applied roof coverings. If it is necessary to use a torch to repair an existing roof or install a new covering, a fire watch should be conducted at least 30 minutes past completion of the work. Multiple fire extinguishers should be immediately available on the roof.

This is a sample guideline furnished to you by Glatfelter Public Practice. Your organization should review it and make the necessary modifications to meet the needs of your organization. The intent of this guideline is to assist you in reducing risk exposure to personnel. For additional information on this topic, you may contact your GPP Risk Control Representative. www.glatfelterpublicpractice.com