Membrane or Built-up Roof Checklist & Retrofit Suggestions

GENERAL:
Note the age of your membrane or built-up roof _____ years

VISUAL EVALUATION FROM TOP OF ROOF:
Roof Cover: As noted in the guide, gently lift up on the bottom edge of a number of shingle tabs to determine whether they are well adhered to the shingles below. Also, lift up on some shingle tabs at the edges of the roof to determine whether the shingles are adhered to the top of the drip edge metal. Visually assess the condition of the shingles (using the photos in the guide) to identify cracks, broken or missing tabs, buckling or curling of tabs or shingles, blistering of shingles, tabs with most of their granules worn off. Use these observations to complete the checklist below.

Description		
1. Loose seams	Yes [ ]	No [ ]
2. Torn, rusted or damaged flashing	Yes [ ]	No [ ]
3. Bubbles in membrane	Yes [ ]	No [ ]
4. Cracks or gaps in membrane	Yes [ ]	No [ ]
5. Most granules worn off	Yes [ ]	No [ ]

If you answer "Yes" to any of the items listed above, you should get a professional roofer familiar with membrane or built-up roofs to evaluate your roof.

Roof Penetrations (vent pipes, chimneys):

Condition	*Recommended Action*	*Completed*
[ ] Well sealed and tight	Check again next year	
[ ] Some gaps missing sealant	Fill gaps, seal with flashing cement	[ ]
[ ] Badly deteriorated, gaps, holes	Hire roofer to replace flashing, boot, etc.	[ ]

Roof Vents:

Condition	*Recommended Action*	*Completed*
[ ] Solidly attached	Check again next year	
[ ] Vents wiggle back & forth	Get roofer to check and improve anchorage	[ ]
[ ] No screws attach turbines and no cap	Add screws to anchor turbine or cap, make cap that can be attached before a hurricane	[ ]

VISUAL FROM INSIDE THE ATTIC SPACE (if any):

Yes [ ]**	No [ ]	Water stains on roof decking – especially look around chimney, around vents and penetrations, along valleys or where walls intersect with the flat roof or the roof slope changes.
Yes [ ]**	No [ ]	Signs of discolored or deteriorating roof deck

VISUAL FROM INSIDE YOUR HOUSE:

Yes [ ]**	No [ ]	Water stains on ceiling, cracked wall or ceiling paint, discolored ceiling or wall board, peeling wall paper near ceiling (in bathroom or around ducts this may not be a sign of a roof leak).

** If you see signs of water leaks, have a roofer check for and repair leaks.