

Roof Winterizing Checklist



Date inspected:

1. Structure	Additional Information
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YES	NO	Is the roof deck rusted or deteriorated?
YES	NO	Are the beams/joists/columns cracked or bent?
YES	NO	Are the beams/joists/columns rusted or deteriorated?
YES	NO	Is there spalled concrete from the roof deck/beams/joists/columns?
What actions or repairs are necessary to resolve the above issues? _____		

2. Roof & Openings	
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YES	NO	Does the roof surface contain any tears or punctures?
YES	NO	Are the counter flashings/pitch pans cracked, bent or loose?
YES	NO	Are there open seams/pitch pans/skylights?
YES	NO	Any holes (gap or void) bigger than two inches?
What actions or repairs are necessary to resolve the above issues? _____		

3. Drainage	
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YES	NO	Do the drains/drain pipes/down spouts contain debris and other blockage?
YES	NO	Are the drains/drain pipes/down spouts cracked, bent or loose?
YES	NO	Do the gutters/snow guards contain debris and other blockage?
YES	NO	Are the gutters/snow guards cracked, bent or loose?
YES	NO	Is there adequate slope to the drains?
What actions or repairs are necessary to resolve the above issues? _____		

4. Equipment	
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YES	NO	Are the following equipment serviced and winterized? a. HVAC b. Gas Lines c. Electrical d. Piping e. Vent
YES	NO	Any extra considerations/operational needs required?

5. Other Considerations	
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YES	NO	Have areas of potential snow accumulation or ponding water been determined?
YES	NO	Are there established protocols for snow removal or redistribution?

Notes:

