

Roof Inspection

Roof inspection report: safe access, coverings by area, flashings, chimneys, gutters and rooflights, the roof space, defects with priorities, costs and photos.

1. The property and the inspection

What was inspected, why and how.

Project

Filled in from the project in SiteSurvey.

Customer

Property *

Address

Date of inspection *

Inspected by

Reason for the inspection (choose one)

- ☐ Routine or planned
- ☐ Reported leak
- ☐ After a storm
- ☐ Before purchase or lease
- ☐ Before other work, such as solar panels

Types of roof (tick all that apply)

- ☐ Pitched: tiles
- ☐ Pitched: slates
- ☐ Flat: felt or membrane
- ☐ Flat: asphalt
- ☐ Metal sheet
- ☐ Fibre cement sheet
- ☐ Glazed
- ☐ Green roof
- ☐ Other: _____

Approximate age of the roof

Weather (choose one)

- ☐ Dry ☐ Wet ☐ Windy ☐ Frost or snow

2. Safe access

Decide how you will see the roof before you go near it.

Is the roof, or any part of it, fragile? * (choose one)

- ☐ No: confirmed by a competent person ☐ Yes ☐ Not confirmed

If applicable: Fragile roofs. HSE says all roofs should be treated as fragile until a competent person has confirmed they are not. Do not rely on any sheeted roof to bear your weight. Fragile rooflights are a particular hazard: some are hard to see in certain light and others may be hidden by paint. Inspect from below, from a platform or with a camera.

How was the roof inspected? (tick all that apply)

- ☐ From the ground
- ☐ From windows or neighbouring buildings
- ☐ From a ladder at the eaves
- ☐ Pole camera or drone
- ☐ From a tower, scaffold or MEWP
- ☐ On the roof, with edge protection
- ☐ From inside the roof space

What could not be seen, and why?

A reader needs to know which slopes, areas or details the report does not cover.

3. Roof coverings

One entry for each slope or roof area.

Roof areas (copy this block for each one)

Slope or area *

For example front slope, rear flat roof over the kitchen.

Covering (choose one)

- ☐ Clay or concrete tiles
- ☐ Natural slate
- ☐ Artificial slate
- ☐ Felt
- ☐ Single ply membrane
- ☐ Liquid applied
- ☐ Asphalt
- ☐ Lead
- ☐ Metal sheet
- ☐ Fibre cement sheet
- ☐ Other: _____

Condition * (choose one)

- ☐ Good ☐ Fair ☐ Poor ☐ Failed

Defects seen (tick all that apply)

- ☐ Slipped, cracked or missing tiles or slates
- ☐ Moss or plant growth
- ☐ Ponding water
- ☐ Blisters, splits or open laps
- ☐ Corrosion
- ☐ Loose or missing fixings
- ☐ Sagging or deflection
- ☐ Previous patch repairs
- ☐ Other: _____

Estimated remaining life (years)

Notes

Photos (photos: attach, or note the file names)

Areas inspected (worked out automatically in the app)

Poor or failed (worked out automatically in the app)

4. Details and drainage

The places roofs usually leak.

Ridges and hips (choose one)

☐ Good ☐ Fair ☐ Poor ☐ Not applicable

Valleys (choose one)

☐ Good ☐ Fair ☐ Poor ☐ Not applicable

Flashings and leadwork (choose one)

☐ Good ☐ Fair ☐ Poor ☐ Not applicable

Chimney stacks and pots (choose one)

☐ Good ☐ Fair ☐ Poor ☐ Not applicable

Verges and eaves (choose one)

☐ Good ☐ Fair ☐ Poor ☐ Not applicable

Fascias, soffits and bargeboards (choose one)

☐ Good ☐ Fair ☐ Poor ☐ Not applicable

Gutters and downpipes (choose one)

☐ Good ☐ Fair ☐ Poor ☐ Not applicable

Are any gutters or outlets blocked?

☐ Yes ☐ No

Rooflights and roof windows (choose one)

☐ Good ☐ Fair ☐ Poor ☐ Not applicable

Parapets, copings and upstands (choose one)

☐ Good ☐ Fair ☐ Poor ☐ Not applicable

Vents, pipes and other penetrations (choose one)

☐ Good ☐ Fair ☐ Poor ☐ Not applicable

Solar panels, aerials and other fixtures (choose one)

☐ Good ☐ Fair ☐ Poor ☐ Not applicable

Photos (photos: attach, or note the file names)

5. Roof space and ceilings

What the inside tells you.

Was the roof space inspected?

☐ Yes ☐ No

Why not? (if applicable)

Signs of water getting in (if applicable; choose one)

☐ None ☐ Old staining, now dry ☐ Damp or active leak

Is daylight visible through the roof? (if applicable)

☐ Yes ☐ No

If applicable: Daylight can mean a gap that lets water in. Find the place from outside and record it as a defect.

Roof timbers (if applicable; choose one)

☐ Sound ☐ Stained ☐ Rot, beetle or damage seen

Insulation depth (mm) (if applicable)

Ventilation and condensation (if applicable; choose one)

☐ Dry and ventilated ☐ Condensation or mould seen

Stains on ceilings in the rooms below?

☐ Yes ☐ No

Photos (photos: attach, or note the file names)

6. Defects and recommendations

One entry for each repair.

Did you find any defects?

☐ Yes ☐ No

Defects (copy this block for each one; if applicable)

Where *

What is wrong?

Priority * (choose one)

☐ Urgent: make safe or watertight now

☐ Within 3 months

☐ Within 12 months

☐ Monitor

Recommended repair

Estimated cost (£)

Photos (photos: attach, or note the file names)

Defects (if applicable; worked out automatically in the app)

Urgent (if applicable; worked out automatically in the app)

Estimated cost in total (£) (if applicable; worked out automatically in the app)

Overall condition of the roof * (choose one)

☐ Good ☐ Fair ☐ Poor

Summary and recommendations

Inspector name

Inspector signature