



Toronto: 416-999-7663
 Mississauga: 416-238-6668
 1630 Sismet Road Unit 1
 Mississauga ON L4W 1R5

Flat Roof Insepection Checklist

General Roof Conditions	
Item	Remarks
Debris on Roof	
Drainage	
Phsyical Damage	
Attic Conditions	
Structural Deformation	
Other	
Flat / Membrane Roof	
Item	Remarks
Condition of Coating	
Granular Loss	
Punctures	
Cracks/Alligatoring	
Blisters/Fistmouths	
Ponding	
Other	
Roof Features	
Item	Remarks
Fascia	
Soffit	
Flashing	
Gutters/Drains, etc.	
Skylights	
Chimneys/Vents	
Fall Arrest Anchors	
Control Zone Access	
Other	
Exterior Wall Surfaces	
Item	Remarks
Deformed Finish	
Surface Deterioration	
Staining	
Other	

Interior Wall Surfaces	
Item	Remarks
Cracks	
Water Staining	
Water Leaks	
Deformed Finish	
Seasonal Change	
Window Leaks	
Door/Window Align-ment	
Other	
Ceiling Conditions	
Item	Remarks
Cracks	
Water Staining	
Water Leaks	
Seasonal Change	
Other	
Summary/Comments (Highlight areas of concern and any rapid degradation in roof system.)	

This assessment is for informational use only. We are not asking or advising you to go on your roof. Intragreen Roofing Systems Inc. does not take any responsibility for any damage, injuries or death that may occur from use of this assessment.

Glossary of Roofing Terms Used in This Checklist

Alligatoring	Shrinkage cracking of the bituminous surface of built-up or smooth surface roofing, producing a patter of deep cracks resembling an alligator hide.	Fascia	The finish member covering the edge or eaves of a flat or sloping roof or roof overhang.
Asphalt	A highly visous hydrocarbon produced from the residuum left after the distillation of petroleum; used as a waterproofing agent of a built-up roof	Fishmouth	An opening of the lapped edge of applied felt in built-up roofing due to adhesion failure.
Ballast	An anchoring material (such as rock, gravel, pavers) used to resist wind uplift forces of roof membrane	Flashing	Connecting devices that seal membrane joints, drains, gravel stops and other places where membrane is interrupted. Base flashing forms the upturned edges of the watertight membrane. Cap or counter flashing shields the exposed edges and joints of the base flashing.
Bitumen	A generic term for asphalt or coal tar pitch roofing.	Gravel Stop	Flanged device, normally metallic, designed to prevent loose aggregate from washing off roof. It also provides a finished edge detail for built-up roofing assembly.
Blister	A spongy raised portion of roofing membrane as a result of pressure of entrapped air or water vapour	High Risk Roof	A roof which scores 15 or greater out of 20 using the Snow Overload Risk Assessment checklist.
Built-up Roofing (BUR)	A continuous, semi-flexible roof covering consisting of laminations of plies of saturated or coated felts alternated with layers	Modified Bitumen	Asphalt with the addition of polymer modifiers to increase cold temperature flexibility and warm temperature flow resistance and stability.
Cant Strip	A continuous strip of triangular cross-section, fitted into the angle formed by a structural deck and a wall or other vertical surface, and used to provide gradual transition for base flashing and horizontal roof membrane.	PVC	A generic term for single ply plastic sheet membrane (poly vinyl chloride); seams are fused by solvent or hot-air welding techniques.
Crack	A break in a roofing membrane as a result of flexing, often occurring at a ridge or wrinkle.	Parapet	The part of the wall entirely above the roof.
EPDM	A synthetic rubber sheet used in single ply roof membrane (ethylene propylene diene monomer).	Ponding	The collection of water in shallow pools on the roof surface.
Expansion Joint	A deliberate separation of two roof areas to allow expansion and contraction movements of the parts	Slope	The ratio between the measures of the rise and the horizontal span.
Eaves	The protective overhang at the lower edge of a sloped roof.	Soffit	The finish on the underside of a roof overhang.