



RADCO MAINTENANCE

COMPREHENSIVE ROOF INSPECTION CHECK LIST

1. Ceiling
 - a. For signs of leaks and stains
2. Interior Roof Deck
 - a. For signs of leaks
3. Interior Walls
 - a. For signs of leaks and stains
4. General Field
 - a. Check for deficiencies - alligatoring, blisters, punctures, rip and tears and ponding water
 - b. Previous repairs
 - c. Oxidation, rust or loose fasteners
 - d. Note any deficiencies or damage
5. Exterior Walls
 - a. For leaks, staining and missing mortar
6. Roof Edge
 - a. For deterioration
7. Fascia/Coping
 - a. For deterioration, splits and holes
8. Expansion Joints
 - a. For signs of excessive movement. Leaks and deterioration
9. HVAC
 - a. Check duct work, housings, condensate lines
 - b. Inspect sheet metal cabinets
 - c. Inspect base and tie-ins
10. Penetrations
 - a. Fill all pitch pans and inspect pipe boots
11. Drainage Systems
 - a. Clear all gutter, downspouts and scuppers
 - b. Clean drains
 - i. Make sure drains are in working order
 - ii. Check strainers and clamping rings
12. Base Flashing
 - a. Check attachment and repair as necessary
 - b. Check counter flashings
 - c. Inspects for signs of movement
13. Metal
 - a. Check attachment
 - b. Re-caulk as necessary
14. Other
 - a. Check for surface contamination, soft areas, vandalism and excessive ponding water



Keeping moisture out of buildings since 1987