



Your Commercial Roof

Annual Checklist

- Begin with the roof inspection inside the building.
 - Check for water stains on interior walls and ceilings which could signal a leak which could be caused by a crack or hole in the roof.
 - Check interior walls and ceilings for cracks and settling of foundation walls.
 - Check for unexplained mold or odors inside, this may be a sign of water penetration.

- Walk the perimeter of the building.
 - Check for signs of leaks and staining on exterior walls
 - Check for missing mortar and cracks and settling of the foundation.
 - Look for anything unusual, take pictures and keep records.

- Conduct regular roof inspections at least once annually, but optimally every 6 months in the fall and spring.
 - The entire roof should be clean and free of debris. Remove any loose objects and accumulated debris.
 - Check for signs of previous leaks or other problems to make sure that the repairs you made are still good. Document findings and repairs to refer back to.
 - Check for standing or ponding water. Prolonged water on the roof can lead to premature aging and deterioration.
 - Check gutters and downspouts for debris that inhibit proper drainage.
 - Drainage systems should be clear and functional.
 - Check the flashing. Flashing is installed around the perimeter of the roof edge where the roof cover meets the wall. Flashing is also installed around rooftop equipment to deflect water away from seams and joints. A crack or hole in the flashing could greatly increase water penetration.
 - Check for any obvious tears in the roof cover, or worn or cracking seams, etc. Leaks that go undetected can seriously damage the roof deck.
 - Check lighting protection systems and skylights to make sure they are well sealed.

Should you need any assistance, call Bill at 817.879.0568.
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