



PILLAR ROOFING

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Commercial Services



Lic: 03-0333

Roof Maintenance Checklist

PillarTX.com
Commercial Services
Family Owned & Operated
Since 2004



A+ Rated

1750 N. Collins Blvd. Richardson, Texas 75080 Office 214 293-3904

Client's Name: _____ Visit Date: _____
Building Name: _____ Maintenance Crew: _____
Building Address: _____

Please Note: The Pillar Roof Maintenance Checklist was carefully designed to inspect and identify the condition of each component on your entire Roofing System. Your Roofing System components are listed below. These items and areas will be inspected for problems and graded for overall condition. Observations will be noted and a copy of this Checklist will be provided for our client's records.

Identify Substrate: ☐ Lite Concrete ☐ Tapered Insulation ☐ Metal Substrate ☐ Slotted Decking ☐ Plywood Decking
Roofing System: ☐ Modified Bitumen ☐ TPO Single Ply ☐ EPDM Single Ply ☐ Built-Up Tar & Gravel
Metal Panel Type: ☐ R-Panel ☐ Corrugated Panels ☐ Standing Seam

Grading is as follows: **OK:** Its condition is good **Minor:** Monitor the issue **Major:** Possible leak problem

Roof Components	OK	Minor	Major	Roof Deficiencies	Roof Observations
Roof Perimeter				Rust Damage Heat Gaps Metal Separation	
Eave Metal				Material Slits Seam Splitting Hardware Failure	
Rake Trim Metal				Physical Damage Old Repair Debris	
Parapet Walls				Broken Seals	
Edge Metal					
Coping Metal				Rust Damage Heat Gaps Metal Separation	
Metal Overlap Seams				Hardware Failure Physical Damage	
Fasteners				Old Repair Debris Broken Seals	
Termination Bar					
Counter Flashing					
Roof Field Areas				Ponding Water Alligatoring Cracking Blistering	
Surface Condition				Old Repair Debris Ridging Bare Spots in Gravel	
Membrane Condition				Roof Debris Seam Splitting Punctures	
Material Seams				Gravel Lost Foliage Growing Gas line Supports	
Material Fasteners					
Drainage				Drain Clogs Scupper Clog Drain Flashings	
Box Gutter System				Water Flow Issues Missing Drain Cage	
Overflow Scupper Drains				Physical Damage Hardware Failure	
Cage Field Drains				Old Repair Debris Internal Drain Issue	
Drainage Crickets					
Penetrations				Fixture Failure Fixture Corrosion Rust Damage	
Plumbing Jacks				Flashing Issue Physical Damage	
Roof Ventilation				Hardware Failure Old Repair Debris	
Degreaser Unit				Cracked Skylight Broken Seals	
Skylights				Internal Penetration Issue	
Special Equipment					
A/C Units				Counter Flashing Seal Pitch Pan Seals	
Pitch-Pans				TPO Detail Issue Mod-Bit Detail Issue	
Mounting Curbs				Hardware Failure Old Repair Debris	
Counter Flashings				Internal Penetration Issue	
A/C Drain-Off					
Expansion Joints				Material Alligatoring Cracking Blistering	
Joint Flashing Seal				Old Repair Debris Ridging Bare Spots in Gravel	
Joint Parapet Wall				Roof Debris Punctures Seam Issues	
Joint Termination Flashing					

Pillar Roofing Project Manager: _____ Sign-Off Date: _____