

COASTAL SHIELD FIELD RESOURCE

Roof Inspection Field Packet

A practical, printable checklist for visible roof conditions, storm clues, drainage, attic evidence and follow-up notes.

USE THIS PACKET TO:

- walk the property safely and consistently
- record visible conditions, photos and priorities
- organize questions before contacting a professional

Safety, scope and how to use this sheet

This roof inspection worksheet helps a homeowner, property manager or maintenance-minded owner record visible conditions. It is designed to support better conversations and a more organized property history.

Do not climb onto the roof, enter unsafe areas, open electrical equipment, disturb suspected mold, or test systems beyond your training.

Use ground-level and readily accessible observations. Stop if conditions are wet, unstable, hot, energized, contaminated, occupied by wildlife, or otherwise unsafe. Call a qualified professional when access or diagnosis requires specialized training or equipment.

Scope boundaries

☐ Visible, accessible conditions only	☐ No destructive testing or concealed-defect conclusion
☐ No promise of code compliance or insurance acceptance	☐ No diagnosis of mold, asbestos, structural engineering or environmental conditions
☐ Record concerns and refer specialized questions to the proper professional	☐ Final warranty, maintenance and service terms control

Property record

Property address	
Owner / manager	
Inspection date	
Weather / recent storm	
Inspector / reviewer	

Use the packet in order, take photos that match your notes, and mark N/A when an area cannot be safely or practically accessed.

Start with the facts

Record the basic roof information before walking the property. If a fact is unknown, leave it blank and note how it could be confirmed.

Property address	
Owner / manager	
Inspection date	
Roof age / installation year	
Roof type / material	
Number of roof levels	
Recent storm or leak?	
Access limitations	

Documents and history to gather

☐ Prior inspection or repair report	☐ Roofing contract / warranty documents
☐ Manufacturer product information	☐ Insurance claim or storm documentation
☐ Photos from prior visits	☐ Maintenance-plan records

Roof sketch / orientation

Roof covering + field condition

Review from a safe position. Use binoculars or photos with zoom when needed. Do not walk a roof surface unless properly trained, equipped and authorized.

Roof covering

☐ Shingles / panels appear generally secure	☐ Missing, lifted, slipped or displaced materials
☐ Cracked, broken, brittle or visibly deteriorated materials	☐ Excessive granule loss or exposed substrate
☐ Rust, corrosion, punctures or impact marks	☐ Unusual patches, mismatched materials or prior repairs

Geometry + water-shedding

☐ Visible sagging, bowing or unusual roof-plane movement	☐ Valleys appear open, damaged or debris-filled
☐ Ridges and hips appear intact	☐ Eaves and rakes appear straight and protected
☐ No obvious standing water path or ponding clue	☐ Roof-to-wall transitions appear intact

Condition key: OK = no visible concern today | MONITOR = document and revisit | ACTION = repair, referral or further evaluation recommended | N/A = not accessible or not applicable.

Notes / locations / photo numbers:

Flashing, penetrations + edges

These are common places for water entry. Record the location and photograph any condition that deserves closer evaluation.

Flashing + penetrations

☐ Pipe boots and collars appear intact	☐ Plumbing vents are secure and undamaged
☐ Skylight edges and visible flashing appear intact	☐ Chimney / masonry counterflashing shows no obvious gap
☐ Wall flashing and step flashing show no obvious displacement	☐ No visible sealant failure or open penetration

Edges + attachments

☐ Drip edge is visible and appears secure	☐ Fascia and soffit show no obvious water damage
☐ Gutters are attached without visible pull-away	☐ Roof-mounted equipment / satellite attachments appear secure
☐ Solar or other penetrations show no obvious damage	☐ Debris, branches or foot traffic are not damaging the system

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Notes / locations / photo numbers:

Drainage, ventilation + attic clues

Document what you can see from safe, accessible locations. Do not enter an attic if the access, flooring, heat, wiring or air quality is unsafe.

Drainage

☐ Gutters are clear enough to move water	☐ Downspouts are connected and discharging away
☐ Extensions / splash blocks are present where needed	☐ Discharge does not concentrate against the foundation
☐ Gutter seams and end caps show no obvious leakage	☐ Landscape or hardscape does not block drainage

Ventilation + attic

☐ Visible intake ventilation is not blocked	☐ Visible exhaust ventilation is intact
☐ Attic insulation is not visibly wet or displaced	☐ No visible daylight at roof penetrations or sheathing gaps
☐ No obvious staining, condensation or active moisture	☐ Bathroom / dryer exhaust appears directed outdoors

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Notes / locations / photo numbers:

Storm, impact + leak evidence

Use this sheet after storms, when a leak is suspected, or when interior evidence suggests a roof-related concern.

Exterior indicators

☐ Hail-like impact marks or bruising observed	☐ Wind-lifted, creased or missing materials
☐ Fallen limb / debris contact	☐ Damage to vents, flashing, gutters or screens
☐ Temporary tarp, patch or emergency repair present	☐ Date and direction of recent storm recorded

Interior evidence

☐ Ceiling stain or discoloration	☐ Wall stain near roof line or exterior opening
☐ Attic stain, damp insulation or moisture clue	☐ Active drip or wet material observed
☐ Musty odor or suspected mold noted for referral	☐ Location photographed and marked on property sketch

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Notes / locations / photo numbers:

Roof findings + action plan

Summarize what you saw, what needs attention and what should happen next. A concern is not a diagnosis; use the action column to identify the appropriate next professional.

Item / location	Priority	Photo #	Next action / owner

Overall condition / follow-up summary

Inspector / homeowner	
Date completed	
Recommended follow-up date	