



## Special supplement – roof maintenance checklist

Use the following checklist to ensure your roof is maintained. It is highly recommended churches use a licensed roofing contractor rather than a volunteer or church staff member to conduct the inspection.

- Are there any missing or damaged roof shingles?
- Roof flashing is the number one source of leaks and related damages. Is all flashing securely attached and seams caulked to prevent water seepage?
- Does the roof have any curled or rippled shingles?
- Is rooftop equipment mounted properly, i.e., vents, HVAC equipment, steeples secured to the roof with tie downs to prevent lifting from wind?
- Is the roof excessively soiled?
- Are there signs of algae growth on any component of the roof or drains?
- Are gutters clean of debris such as leaves, branches and trash so run-off water from the roof can flow to the ground?
- Does the roof have any sunken areas, standing water or evidence of pooling?
- Does the roof excessively flex while walking across the surface?
- Are there any interior signs of water damage on ceilings? Water-stained ceilings or ceiling tiles?

Note deficiencies and steps to be taken to correct problem areas: