

Hospital & Healthcare Roof Inspection Checklist

Benton Roofing Resource Guide



BENTONROOFING

Building name

Date of inspection

Street address

Year roof installed

Year roof renovated (most recent)

Reason for inspection

| | |
|--|---|
| | Annual inspection |
| | Following severe weather (Check all that apply) |
| | Damaging wind |
| | Lightning |
| | Hail |
| | Excess snow accumulation |
| | Heavy rain |
| | Falling debris |
| | Other conditions: |

Type of roofing system (check all that apply)

| | |
|--|-----------------------------------|
| | Thermoset single-ply membrane |
| | Thermoplastic single-ply membrane |
| | Built-up |
| | Metal |
| | Shingle |
| | Modified bitumen |
| | Other (describe): |

Supporting documentation

| | |
|--|---|
| | Current roof drawing or diagram containing the following information: |
| | Date drawing/diagram completed |
| | Location of all HVAC air handling units |
| | Location of all exhaust stacks (including type and height of each stack notated) |
| | Location of all roof drains |
| | One copy of this document for each inspection conducted since the last inspection |

Rooftop HVAC and exhaust system components (check all that apply)

| | |
|--|-----------------------------------|
| | Air handling units |
| | Kitchen exhaust stacks |
| | Combustion flues |
| | Dryer vent stacks |
| | Sanitary system vent stacks |
| | Chemical fume hood exhaust stacks |
| | Restroom exhaust stacks |
| | Other (describe): |

| Inspection items Adverse conditions indicated by "Yes" responses | YES | NO | N/A | IF YES PROVIDE DETAILED EXPLANATION AND LIST ACTIONS UNDERTAKEN OR PLANNED TO REMEDIATE |
|--|-----|----|-----|---|
| Evidence of standing water on ground adjacent to storm drains | | | | |
| Gutters/downspouts/storm drains blocked with debris | | | | |
| Cracks, gaps or other damage to gutters/downspouts/storm drains | | | | |
| Standing water or evidence of past standing water on roof deck | | | | |
| Accumulation of excessive debris on roof deck | | | | |

| Inspection items Adverse conditions indicated by "Yes" responses | YES | NO | N/A | IF YES PROVIDE DETAILED EXPLANATION AND LIST ACTIONS UNDERTAKEN OR PLANNED TO REMEDIATE |
|---|------------|-----------|------------|--|
| Accumulation of excessive debris on roof deck | | | | |
| Suspected microbial growth or other water damage on roof deck | | | | |
| Evidence of bird, rodent or insect infestation | | | | |
| Roof deck material cracked, damaged or missing | | | | |
| Roof deck seals cracked or broken creating openings for water intrusion | | | | |
| Flashing systems improperly sealed creating openings for water intrusion | | | | |
| Cracks, gaps or other damage to walls | | | | |
| Suspected microbial growth on any rooftop surfaces | | | | |
| Other conditions that may result in water intrusion into the building | | | | |
| Suspected microbial growth on HVAC system components | | | | |
| Air contaminant sources near outside air intakes to air handling units | | | | |
| Outside air intakes blocked, obstructed or broken | | | | |
| Air intake screens broken or missing on air handling units | | | | |
| Excessive noise generated by HVAC system components | | | | |
| Other safety concerns | | | | |

Completed by:

Title:

Organization:

Signature:

Date:

Phone:

Roof Inspection Notes

Built-up

A continuous, semi-flexible, multi-ply roof membrane, consisting of plies (layers) of saturated felts, coated felts, fabrics or mats, between which alternate layers of bitumen are applied. Generally, built-up roof membranes are surfaced with mineral aggregate and bitumen, a liquid-applied coating or a granule-surfaced cap sheet.

Modified bitumen

A bitumen modified through the inclusion of one or more polymers (e.g. atactic polypropylene, styrene butadiene styrene, etc.). Composite sheets consisting of polymer modified bitumen often reinforced and sometimes surfaced with various types of mats, films, foils and mineral granules.

Metal

Metal roofing panels come in two types: structural and architectural. Structural panels are designed not to have a continuous substrate and can span between purlins unsupported. Architectural panels need a continuous substrate and cannot span between purlins.

Thermoplastic

Materials that soften when heated and harden when cooled (e.g., PVC single-ply membrane).

Thermoset

A material that solidifies or sets irreversibly when heated (e.g., EPDM single-ply membrane).

Roof diagram requirements

A roof diagram must include the following items:

- Date drawing/diagram completed.
- Location of all HVAC (heating ventilating and air conditioning system air handling units).
- Location of exhaust stacks (including type and height of stack).
- Location of roof drains.

Thermoset

Standing water means water remaining on the roof surface for longer than a 48-hour period. Evidence of standing water might be persistent water or rust-type stains on the decking or the accumulation of debris on areas of the roof surface.

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