



Dates Inspected:						Inspected by:

TS-0061

Roof & Gutter Inspection

These instructions are to be used as a guide to help you maintain your home or office in a safe and efficient manner. They do not replace the requirements of the manufacturer. You should ALWAYS review your owner’s manual for additional preventive maintenance requirements.

This inspection is designed to identify potential roof and gutter problems.

Roof inspections can be performed from the ground if you have a pitched roof and can see the roof clearly or through binoculars well enough to identify missing shingles, cracks, etc. We recommend you take a digital camera with you on this inspection to help record potential problems.

Flat roof inspections should be conducted by standing on the roof whenever possible.

Gutter inspections are usually conducted from the use of a step ladder or an extension ladder. Follow all ladder safety tips specified in your owner's manual. If you are not comfortable using a ladder, it is best that you ask a friend or contact a professional to conduct the inspection.

1. Start at one end of the roof and work your way around the house until you have inspected every square foot of the roof.

A. Check for leaks and damaged, loose or missing shingles. Check all flashings for holes, rust, or deterioration. Check vent pipes and the chimney stack for bird's nests, insects or other debris such as pine cones, leaves, etc. that may block functioning. Remove debris. On the back of this form, record missing or damaged shingles or flashings so that a complete list can be developed.

B. Inspect gutters and downspouts for debris and leaks. If you have the time, clean them during the inspection (at a minimum, open the access to the downspouts if possible). If not, make a note of the requirement and get them cleaned before the next rain. When gutters are full of debris and downspouts are not working properly, water can back up into the gutter and be forced under your shingles or into your fascia. This condition can cause extensive damage to your roof. Some metal buildings are designed in a way that forces the water to back up under the roof and down the interior walls destroying the insulation and wall material. Simply removing debris can save hundreds of dollars in repairs.

Take the time to do a thorough inspection. Ask if you have questions!



If you have questions email: www.toltekservices.com
info@toltekservices.com

Note: When the inspection is completed, review your results and develop a plan to make the necessary repairs or contact a professional. By creating a list of concerns, you have streamlined the process for making repairs. With a complete list, you may purchase the parts (shingles, roofing tar, gutter screens, etc.) in only one trip to the home center store saving gas and time.

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