

## ROOF DRAINAGE SYSTEM INSPECTION CHECKLIST

1. Did you inspect all roof drainage systems? \_\_\_ Yes \_\_\_ No
2. Were any systems inaccessible for inspection? \_\_\_ Yes \_\_\_ No  
If yes, why? \_\_\_\_\_
3. Did you check all roof drains, overflows, and scuppers for clogs? \_\_\_ Yes \_\_\_ No
4. Did you check the scupper collector boxes and downspouts for clogs? \_\_\_ Yes \_\_\_ No
5. Did you inspect all gutter systems and gutter-downspout connections? \_\_\_ Yes \_\_\_ No
6. Did you find any clogs in the roof drainage system? \_\_\_ Yes \_\_\_ No  
If yes, did you remove them or have them removed by others and then check the work? \_\_\_ Yes \_\_\_ No
7. Did you inspect the low ends of drain pipes and downspouts for damage, restrictions, or obstructions? \_\_\_ Yes \_\_\_ No
8. Are all downspouts properly secured to the wall? \_\_\_ Yes \_\_\_ No
9. Were you unable to locate any low ends of drain pipes? \_\_\_ Yes \_\_\_ No
10. Were any roof drain or overflow drain strainers loose, damaged, or missing? \_\_\_ Yes \_\_\_ No  
If yes, did you properly attach all loose strainers and replace any damaged or missing strainers? \_\_\_ Yes \_\_\_ No
11. Did you remove all balls and debris from the roof? \_\_\_ Yes \_\_\_ No
12. Are any large trees, such as Arizona Pine or eucalyptus, adjacent to or overhanging the roof? \_\_\_ Yes \_\_\_ No
13. Are there a lot of leaves, needles, or other organic matter on the roof? \_\_\_ Yes \_\_\_ No
14. Did you observe any large ponds or pond stains near drains or scuppers? \_\_\_ Yes \_\_\_ No
15. Are any primary scuppers located more than 1 inch above roof level? \_\_\_ Yes \_\_\_ No
16. Are any pipes or conduits being run through scupper openings? \_\_\_ Yes \_\_\_ No
17. Do any scupper openings appear to be too small or too narrow for the area they drain? \_\_\_ Yes \_\_\_ No

18. Are any scupper openings significantly reduced in size by spray foam roofing, flashing, etc.?  Yes  No
19. Did you observe any areas of the roof that are not properly draining?  Yes  No
- If yes, how large are these areas? \_\_\_\_\_
20. Did the roof deck feel unusually soft around the drains or in front of the scuppers?  Yes  No
21. Did you perform this inspection during or right after a large rainstorm?  Yes  No

***Important note: If a serious problem is identified during your inspection, contact the Trust immediately at (800) 266-4911. Also, if you have any questions or need assistance completing this checklist, please contact the Trust.***