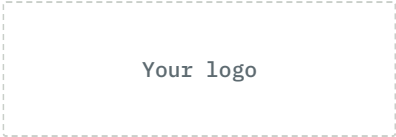


Roof inspection report

Template. Take the roof part by part: a rating, notes and photos for each, then the actions.



PROPERTY ADDRESS

CLIENT

REFERENCE

INSPECTED ON

SURVEYOR

WEATHER

ROOF TYPE AND COVERING

HOW THE ROOF WAS REACHED (GROUND, LADDER, ROOF ACCESS, ROOF SPACE)

01 At a glance

3

Urgent

2

Repair needed

1

No repair

NI

Not inspected

- 3

Urgent. Defects that are serious or need urgent repair, replacement or further investigation.
- 2

Repair needed. Defects that need repairing or replacing but are not serious or urgent.
- 1

No repair. No repair is currently needed. Normal maintenance applies.
- NI

Not inspected. The notes say why.

02 What was inspected, and the limits

Say which parts were seen and from where, and what was not. Suggested wording: "The inspection was limited to the parts that could be seen and safely reached on the day. No coverings were lifted and nothing was opened up. The report describes the condition seen on the day; it cannot rule out defects that were hidden, out of reach or that develop later."

03 The roof, part by part

Rate every part. If a part was not inspected, tick NI and say why. Add a part for each roof if there is more than one.

Roof coverings

3

2

1

NI

What it is (type, material, where)

NOTES: WHAT WAS SEEN, WHERE, WHAT IT MAY LEAD TO IF LEFT, WHAT TO DO

Photo

Photo

PRIORITY

1 Now, or within 12 months

2 Within 1 to 2 years

3 Within 3 to 5 years

4 Planned maintenance

Flashings, junctions and upstands

3

2

1

NI

What it is (type, material, where)

NOTES: WHAT WAS SEEN, WHERE, WHAT IT MAY LEAD TO IF LEFT, WHAT TO DO

Photo

Photo

PRIORITY

1 Now, or within 12 months

2 Within 1 to 2 years

3 Within 3 to 5 years

4 Planned maintenance

Chimney stacks

3

2

1

NI

What it is (type, material, where)

NOTES: WHAT WAS SEEN, WHERE, WHAT IT MAY LEAD TO IF LEFT, WHAT TO DO

Photo

Photo

PRIORITY

1 Now, or within 12 months

2 Within 1 to 2 years

3 Within 3 to 5 years

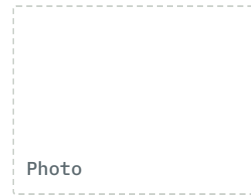
4 Planned maintenance

Rainwater pipes and gutters

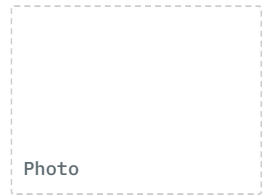
☐ ☒ 3 ☐ ☒ 2 ☐ ☒ 1 ☐ ☐ NI

What it is (type, material, where) _____

NOTES: WHAT WAS SEEN, WHERE, WHAT IT MAY LEAD TO IF LEFT, WHAT TO DO



Photo



Photo

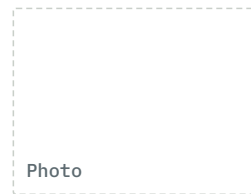
PRIORITY ☐ 1 Now, or within 12 months ☐ 2 Within 1 to 2 years ☐ 3 Within 3 to 5 years
☐ 4 Planned maintenance

Outlets, rooflights and vents

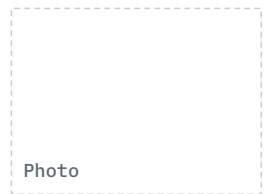
☐ ☒ 3 ☐ ☒ 2 ☐ ☒ 1 ☐ ☐ NI

What it is (type, material, where) _____

NOTES: WHAT WAS SEEN, WHERE, WHAT IT MAY LEAD TO IF LEFT, WHAT TO DO



Photo



Photo

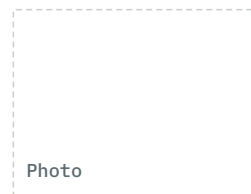
PRIORITY ☐ 1 Now, or within 12 months ☐ 2 Within 1 to 2 years ☐ 3 Within 3 to 5 years
☐ 4 Planned maintenance

Roof structure (from the roof space)

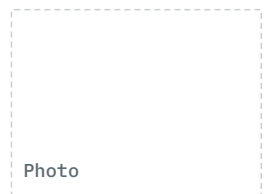
☐ ☒ 3 ☐ ☒ 2 ☐ ☒ 1 ☐ ☐ NI

What it is (type, material, where) _____

NOTES: WHAT WAS SEEN, WHERE, WHAT IT MAY LEAD TO IF LEFT, WHAT TO DO



Photo



Photo

PRIORITY ☐ 1 Now, or within 12 months ☐ 2 Within 1 to 2 years ☐ 3 Within 3 to 5 years
☐ 4 Planned maintenance

Other

☐

3

☐

2

☐

1

☐

NI

What it is (type, material, where)

NOTES: WHAT WAS SEEN, WHERE, WHAT IT MAY LEAD TO IF LEFT, WHAT TO DO

Photo

Photo

PRIORITY

☐ 1 Now, or within 12 months

☐ 2 Within 1 to 2 years

☐ 3 Within 3 to 5 years

☐ 4 Planned maintenance

04 Recommended actions, most urgent first

NO.	ACTION	PART	PRIORITY
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Priority 1: now, or within 12 months. Priority 2: within 1 to 2 years. Priority 3: within 3 to 5 years. Priority 4: planned maintenance.

05 Sign-off

PREPARED BY	QUALIFICATIONS OR MEMBERSHIP
FIRM AND CONTACT DETAILS	DATE ISSUED
SIGNATURE	

Roof inspection report template from SurveyNest by Surveys Ltd (surveynest.app). Free to use and change, with your own name on it. Areas go in only when measured; otherwise write "not recorded, to confirm".