



# Roof Drainage System Inspection Checklist

## General Information

Details about the project and inspector.

**Project Name**

Write something...

**Project Address**

Write something...

**Inspection Date**

Enter date...

**Inspection Time**

**Inspector Name**

Write something...

### Inspector Company

Write something...

### Project Phase (e.g., Framing, Roofing)

Enter a number...

### Weather Conditions

- ☐ Clear
- ☐ Rain
- ☐ Snow
- ☐ Cloudy

## Roof Plan Review

Verification of the drainage system against approved roof plans and specifications.

**Describe the roof drainage plan details (e.g., gutter size, downspout locations, scupper placement)**

Write something...

**Upload a copy of the approved roof drainage plan.**

 Upload File

**Does the installed drainage system match the approved plan?**

- ☐ Yes
- ☐ No
- ☐ Minor Discrepancies
- ☐ Not Reviewed

**Gutter Size (as per plan):**

Enter a number...

**Number of Downspouts (as per plan):**

Enter a number...

**Are downspout locations as per plan?**

- ☐ Yes
- ☐ No
- ☐ N/A

**If discrepancies exist, please detail them here:**

Write something...

## Gutters & Downspouts - Visual Inspection

Assessment of gutters and downspouts for physical damage and proper alignment.

### Gutter Sagging/Deformation?

- ☐ No
- ☐ Minor
- ☐ Moderate
- ☐ Severe

### Gutter/Downspout Alignment?

- ☐ Properly Aligned
- ☐ Slightly Misaligned
- ☐ Significantly Misaligned

### Gutter/Downspout Damage (linear feet)

Enter a number...

### Description of any visible damage (e.g., cracks, dents)

Write something...

### Evidence of previous repairs?

- ☐ No
- ☐ Yes, Minor
- ☐ Yes, Significant

### Location of observed damage (GPS coordinates)

 [Set My Current Location](#)



## Gutters & Downspouts - Debris & Flow

Evaluation of debris accumulation and proper water flow through the gutter system.

### Type of Debris Observed (Check all that apply)

- ☐ Leaves
- ☐ Twigs/Branches
- ☐ Dirt/Sediment
- ☐ Pine Needles
- ☐ Animal Nests
- ☐ Other (Specify in LONG\_TEXT)

### If 'Other' Debris selected, please specify:

Write something...

### Water Flow Condition

- ☐ Free-Flowing
- ☐ Restricted
- ☐ Blocked

### Describe any observed flow restrictions:

Write something...

### Estimated Debris Volume (Cubic Feet)

Enter a number...

### Gutter Slope Verification

- ☐ Within Specified Tolerance
- ☐ Slightly Low
- ☐ Significantly Low

## Downspout Discharge & Grading

Verification of downspout discharge points and surrounding ground grading.

### Downspout Discharge Point 1 Location (GPS)

 [Set My Current Location](#)



### Distance from Downspout to Foundation (ft)

Enter a number...

### Discharge Method

- ☐ Surface Drainage
- ☐ Underground Pipe
- ☐ Dry Well
- ☐ Other (Specify)

### If 'Other' discharge method, please describe:

Write something...

### Slope of Grading Away from Foundation (%),

Enter a number...

### Evidence of Erosion/Water Pooling?


☐ Yes

☐ No

### If Yes, describe location and severity of erosion/pooling.

Write something...

### Photo of Downspout Discharge & Grading

 Upload File

## Roof Scuppers (if applicable)

Inspection of roof scuppers for blockages and proper function.

### Scupper Location(s) Verified?

☐ Yes, all locations

☐ Yes, some locations (specify below)

☐ No

### Specify Scupper Locations (if 'Yes, some locations' selected)

Write something...



### Scupper Condition - Debris?

- ☐ No Debris
- ☐ Minor Debris (easily removed)
- ☐ Significant Debris (requires cleaning)
- ☐ Blocked

### Scupper Outlet Size (inches)

Enter a number...

### Scupper Screen/Guard Present?

- ☐ Yes
- ☐ No

### Screen/Guard Condition?

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor - Recommend Replacement

### Comments Regarding Scupper Inspection

Write something...

## Internal Drains (if applicable)

Inspection of internal drainage systems for functionality and blockages.

### Drain Type?

- ☐ Sump Pump
- ☐ Gravity Drain
- ☐ Other

### Drain Capacity (GPM)

Enter a number...

### Description of Drain Location

Write something...


### Drain Functioning Properly?

- ☐ Yes
- ☐ No
- ☐ N/A

### If 'No', Describe Drainage Issues

Write something...

### Upload Photo of Internal Drain (if issues present)

 Upload File

### Drainage Flow Rate (Gallons/Minute)

Enter a number...

## Connections & Joints

Assessment of gutter, downspout, and scupper connections for leaks and integrity.

### Gutter-to-Gutter Connections: Condition

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

### Downspout-to-Gutter Connections: Condition

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

### Downspout-to-Foundation/Ground Connections: Condition

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

### Number of Leaks Observed (if any)

Enter a number...

### Detailed Description of Leak Locations/Concerns

Write something...

### Connection Type (e.g., Rivet, Clamp, Soldered)

- ☐ Rivet
- ☐ Clamp
- ☐ Soldered
- ☐ Other

### Notes on Connection Material Integrity (corrosion, cracking)

Write something...

## Material Condition

Evaluation of the condition of gutter, downspout, and scupper materials (rust, corrosion, damage).

### Gutter Material Type

- ☐ Aluminum
- ☐ Steel
- ☐ Copper
- ☐ Vinyl
- ☐ Other (Specify in LONG\_TEXT)

**If 'Other' material, please specify:**

Write something...

**Evidence of Rust/Corrosion (Gutters)**

- ☐ None
- ☐ Minor
- ☐ Moderate
- ☐ Severe


**Percentage of Gutter Surface with Rust/Corrosion**

Enter a number...

**Evidence of Damage (Gutters)**

- ☐ None
- ☐ Dents
- ☐ Cracks
- ☐ Sagging
- ☐ Separation at Joints

**Photo Evidence of Material Degradation**

 Upload File

### Downspout Material Type

- ☐ Aluminum
- ☐ Steel
- ☐ PVC
- ☐ Other (Specify in LONG\_TEXT)

If 'Other' downspout material, please specify:

Write something...

## Summary & Recommendations

Overall assessment and suggested corrective actions.

### Overall Assessment Summary

Write something...

### Severity Rating (1-5, 1=Minor, 5=Critical)

Enter a number...

### Detailed Recommendations

Write something...

### Recommended Actions (Select all that apply)

- ☐ Gutter Cleaning
- ☐ Downspout Cleaning
- ☐ Gutter Repair/Replacement
- ☐ Downspout Repair/Replacement
- ☐ Scupper Repair/Replacement
- ☐ Ground Grading Adjustment
- ☐ Further Investigation Required
- ☐ No Action Required

### Recommended Completion Date

Enter date...

### Responsible Party (for corrective actions)

Write something...

### Inspector Signature

### Notes (additional comments)

Write something...