**Asphalt Shingle Roof Inspection Protocol**

**Company Name:** [Insert Company Name]  
**Inspector:** [Insert Inspector Name]  
**Date of Inspection:** [Insert Date]  
**Property Address:** [Insert Building Name or Address]  
**Roof Section(s):** [Insert Area or Elevation ID if needed]

**I. PRE-INSPECTION PREPARATION**

1. **Document Review:**
   * Gather installation records, warranty, and previous repair history.
   * Confirm roof age, shingle type (3-tab, architectural, impact-resistant), and number of layers.
2. **Weather & Safety Verification:**
   * Schedule inspection during dry weather.
   * Confirm access safety: fall protection, ladders, PPE.
   * Notify property occupants if required.

**II. GROUND-LEVEL OBSERVATION**

1. **General Visual Inspection:**
   * Check for shingle sagging, uneven lines, or visible dips.
   * Look for signs of previous repairs or shingle patches.
   * Examine eaves for visible granule loss in gutters/downspouts.
2. **Soffit, Fascia & Gutter Assessment:**
   * Look for water stains, rot, rust, or detachment.
   * Inspect gutter slope, fasteners, and debris accumulation.

**III. ROOF SURFACE INSPECTION (ON-ROOF)**

1. **Shingle Field Assessment:**
   * Look for missing, torn, cracked, or curling shingles.
   * Identify signs of granule loss, blistering, or algae streaks.
   * Check for thermal cracking or cupping due to aging.
2. **Nail and Fastener Check:**
   * Inspect for exposed nails, nail pops, and lifted tabs.
   * Note under-driven or over-driven fasteners.
3. **Flashing & Transition Details:**
   * Inspect step flashings at walls, headwalls, and chimneys.
   * Look for lifted or corroded flashing, missing sealant, or improper overlaps.
   * Examine counterflashing embedment and watertightness.
4. **Valleys:**
   * Check for debris, damage, or signs of granule washout.
   * Verify installation type (open metal valley, closed cut, woven).
   * Look for cracks or breaks in valley shingles or metal.
5. **Penetrations:**
   * Inspect pipe boots, vents, attic fans, and satellite mounts.
   * Check for cracked gaskets, unsealed fasteners, or deteriorated flashing.
   * Ensure storm collars and sealants are intact.
6. **Ridges and Hips:**
   * Evaluate ridge cap shingle condition for brittleness or cracks.
   * Ensure ridge vent is intact and properly fastened.

**IV. ATTIC & INTERIOR ROOF INSPECTION**

1. **Attic Conditions (if accessible):**
   * Check for signs of leaks, water stains, mold, or rot.
   * Inspect roof deck for deflection, rot, or delamination.
   * Verify insulation coverage and look for daylight at roof penetrations.
2. **Ventilation Assessment:**
   * Check for balanced intake and exhaust (soffit, ridge, gable, etc.).
   * Look for evidence of condensation or inadequate airflow.

**V. STORM DAMAGE CHECKPOINTS**

1. **Hail Damage:**
   * Identify circular bruising or granule displacement on shingles.
   * Verify mat fracture by touch or minor lift test.
2. **Wind Damage:**
   * Look for lifted, creased, or missing shingles (especially at edges and ridges).
   * Assess seal strip integrity and fastener uplift resistance.
3. **Ice Damming (in cold climates):**
   * Identify previous ice dam water stains near eaves or soffits.
   * Inspect roof edge insulation and ventilation adequacy.

**VI. DOCUMENTATION & REPORTING**

1. **Photographic Records:**
   * Capture high-resolution images of all noted deficiencies and overall roof condition.
   * Include marked images showing roof slope, elevations, and penetration areas.
2. **Annotated Roof Diagram:**
   * Include sketch or aerial image with markings showing defect locations.
3. **Condition Rating System:**
   * ✅ **Good** – Minimal wear, no active issues
   * ⚠️ **Fair** – Aging signs, repair recommended
   * ❌ **Poor** – Active leaks, multiple failures, nearing replacement
4. **Repair Recommendations:**
   * Immediate (1–7 days): Leaks, missing shingles, flashing gaps
   * Short-Term (1–3 months): Nail pops, minor granule loss
   * Long-Term (6–12 months): Aging roof, full replacement planning

**VII. MAINTENANCE & FOLLOW-UP PLAN**

* Recommend seasonal (spring/fall) roof checkups.
* Clean gutters and remove roof debris regularly.
* Document post-storm conditions and inspect after major wind or hail events.

**Inspector Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Client/Owner Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date of Report Completion:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_