**Asphalt Built-Up Roof (BUR) Inspection Protocol**

**Company Name:** [Insert Company Name]  
**Inspector:** [Insert Inspector Name]  
**Date of Inspection:** [Insert Date]  
**Property/Facility:** [Insert Building Name or Address]  
**Roof Section(s):** [Insert Roof Area/Sections]

**I. PRE-INSPECTION STEPS**

1. **Documentation Review:**
   * Gather roof history, age, repair records, and warranty documents.
   * Identify roof system type (4-ply, 3-ply), surfacing type (gravel, cap sheet, aluminum coating).
   * Confirm drainage design and deck type (concrete, metal, wood).
2. **Weather and Safety Check:**
   * Perform inspection during dry weather.
   * Ensure fall protection is used per OSHA requirements.
   * Use PPE (boots, gloves, eye protection).
   * Notify occupants of rooftop access if necessary.

**II. SURFACE CONDITION ASSESSMENT**

1. **Surfacing Inspection:**
   * **Gravel Surfaced:**
     + Check for displaced gravel exposing felts or bitumen.
     + Inspect for bare spots, ponding, or blisters beneath gravel.
   * **Smooth or Coated Surfaced:**
     + Examine for UV degradation, cracks, alligatoring, or loss of coating.
     + Note reflective coating wear or discoloration.
2. **Membrane Integrity:**
   * Identify blistering, cracking, splitting, or ridging of felts.
   * Check for signs of drying, brittleness, or exposed plies.
   * Probe open cracks or splits to determine depth/severity.
3. **Adhesion Check:**
   * Walk roof in grid pattern to feel for soft or loose areas.
   * Observe membrane lifting, spongy insulation, or delamination.
   * Lightly tug at edges or lap seams (carefully) to assess adhesion.

**III. FLASHINGS & PENETRATIONS**

1. **Perimeter & Wall Flashings:**
   * Check for proper adhesion and termination of base flashings.
   * Look for open laps, fishmouths, or cracking at corners.
   * Verify that counterflashings and reglets are intact and sealed.
2. **Equipment & Penetration Flashings:**
   * Inspect around HVAC units, vent stacks, skylights, drains.
   * Ensure pitch pans are full and sealed, pipe boots are intact.
   * Identify any signs of movement, wrinkling, or water staining.
3. **Edge Details:**
   * Examine edge metal, gravel stops, and parapet caps for rust, gaps, or detachment.
   * Verify membrane edge terminations are watertight.

**IV. DRAINAGE EVALUATION**

1. **Slope and Flow:**
   * Identify areas of ponding water (longer than 48 hrs after rain).
   * Ensure slope is adequate and consistent toward drains.
2. **Drain Components:**
   * Inspect internal drains, strainers, scuppers, and gutters.
   * Remove debris and ensure positive drainage.
   * Check for leakage around drain flashing or metal penetrations.

**V. INTERIOR AND MOISTURE SURVEY**

1. **Interior Inspection:**
   * Look for water stains, mold, bubbling paint, or ceiling damage.
   * Match interior leaks to known rooftop features.
2. **Moisture Detection:**
   * Use a non-destructive moisture meter or infrared thermography.
   * Identify areas of suspected moisture intrusion.
   * Mark potential core cut areas (if necessary).

**VI. DOCUMENTATION & REPORTING**

1. **Photo Documentation:**
   * Take high-resolution images of defects, flashings, edges, and general field.
   * Label with location references for clarity.
2. **Roof Plan Sketch:**
   * Provide annotated roof drawing showing all observations and damage points.
3. **Condition Rating:**
   * Assign overall roof condition as:  
     ✅ **Good** – No major issues, minor maintenance  
     ⚠️ **Fair** – Aging signs, some corrective actions needed  
     ❌ **Poor** – Multiple failures, end-of-life, possible replacement
4. **Repair Recommendations:**
   * Classify suggested actions as:
     + **Immediate Repairs** (1–7 days): Active leaks, open flashings.
     + **Preventive Maintenance** (1–3 months): Blisters, cracks, coating.
     + **Capital Planning** (6–12 months+): Re-coating, overlay, or re-roofing.

**VII. MAINTENANCE PLAN GUIDANCE**

* Recommend biannual inspections (spring and fall).
* Suggest clearing debris after major storms.
* Provide maintenance schedule for coating renewal or gravel redistribution.
* Note rooftop access protocols and traffic protection measures.

**Inspector Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Client/Manager Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_