

# ANNUAL ROOF MAINTENANCE CHECKLIST

Regular roof maintenance can improve your home's curb appeal and help your roof last as long as possible. Below are some common roof maintenance tasks that can extend the life of your home's roof.

**It is dangerous to climb or walk on your roof, so only do it if you accept the liability in case of injury.**  
**Consider calling an insured roofing contractor instead.**

## 1. ROOF MAINTENANCE TASKS THAT CAN BE DONE FROM THE GROUND OR USING A LADDER:

TASK	COMPLETED (Y/N)	DATE OF COMPLETION
Remove debris from gutters?	<input type="checkbox"/>	
Cut back tree branches that could extend over the roof?	<input type="checkbox"/>	
Perform a visual inspection for damaged or missing shingles?	<input type="checkbox"/>	
Perform a visual inspection for leaks inside your home (ceilings and attic)?	<input type="checkbox"/>	
Visually inspect gutters, soffits, vents and downspouts?	<input type="checkbox"/>	

## 2. ROOF MAINTENANCE TASKS BEST LEFT TO A PROFESSIONAL:

TASK	COMPLETED (Y/N)	DATE OF COMPLETION
Perform a comprehensive roof inspection?	<input type="checkbox"/>	
Apply a protective coating to resist weathering?	<input type="checkbox"/>	
Repair damaged flashing?	<input type="checkbox"/>	
Repair serious water damage and/or leak?	<input type="checkbox"/>	
Replace section of damaged roofing material?	<input type="checkbox"/>	
Perform a chimney inspection?	<input type="checkbox"/>	



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## 3. ROOF MAINTENANCE TASKS THAT REQUIRE YOU TO GET ON YOUR ROOF (HIRE A PROFESSIONAL IF YOU FEEL UNSAFE DOING SO):

TASK	COMPLETED (Y/N)	DATE OF COMPLETION
Remove built-up debris from roof, including leaves and tree branches?	<input type="checkbox"/>	<input type="text"/>
Cut back tree branches that hang over the roof?	<input type="checkbox"/>	<input type="text"/>
Perform an up-close inspection for damaged or missing shingles?	<input type="checkbox"/>	<input type="text"/>
Visually inspect roof for signs of weather damage (hail, etc)?	<input type="checkbox"/>	<input type="text"/>
Visually inspect roof for bald spots or signs of leaks?	<input type="checkbox"/>	<input type="text"/>
Clean roof using dish soap or a gentle cleaning solution, using a hose to remove all residual soap?	<input type="checkbox"/>	<input type="text"/>
Remove moss and algae growth using a soft brush?	<input type="checkbox"/>	<input type="text"/>
Apply a solution that prevents the growth of moss and algae?	<input type="checkbox"/>	<input type="text"/>
Repair minor water damage and/or leak?	<input type="checkbox"/>	<input type="text"/>
Apply a roof patch to a small area of damage?	<input type="checkbox"/>	<input type="text"/>

## ADDITIONAL NOTES/COMMENTS:

