

Clear & Clean - Safe Roof Systems Safe Roof Check List

Know when & where to prevent collapse

Building Information

Emergency Contact Information

On-site Check List – use the following steps as a guide for your roof inspection plan

Out-side:

- Clear snow from the bottom of all down spouts
- Clear roof drains and parapet scuppers (flat & internally drained roofs)
- Clear all gutters and treat with appropriate snow melt products
- Use a Snow-Rake to clear the roof edge as far in as possible (at least to the wall line on pitched roofs & 10' to 15' in on ¼-12 and flat roof buildings)
- Remove snow drifting and ice formations
- Clear all emergency exits
- Inspect North-facing elevation changes & drift walls for excessive snow and ice build up

In-side:

- Walk length of each structural bay (from eaves to ridge) and visually inspect for signs of structural sag or shifting

Suspended ceiling areas

- Sprinkler heads pushed below ceiling tiles
- Displaced ceiling tiles or hanging light fixtures
- Sticking or jamming of office doors and cabinets

Open layout

- Bent or displaced sprinkler lines
- Distorted bar joists or twisted Perlins
- Sagging roof insulation can indicate a serious roof leak or a sagging roof section

Important additional notes:

Low pitch and flat roof structures can deflect enough to allow snow & ice melt to collect (pool) in low areas. Repeat roof leaks in one location may indicate a localized area of severe roof deflection.

Always consult a structural engineer or roof construction expert before removing excess snow and ice from a roof-top. Never pile or collect snow spoils in one location on the roof – always lift and remove completely when shoveling. Follow all appropriate safety requirements, and never use snow blowers or other mechanized equipment on a roof-top.