



Commercial Roof Storm Documentation Checklist

Use this ungated field reference to organize commercial roof history before severe weather and preserve clear, dated information after an event. Documentation supports review; it does not replace professional judgment or determine causation.

BEFORE SEVERE WEATHER

Condition and location

- ☐ Record building, address, roof sections, access points, and record owner.
- ☐ Keep dated overviews and details of drains, edges, penetrations, equipment, seams, prior repairs, and concerns.
- ☐ Tie each image and note to a roof plan, section, or mapped location.
- ☐ Record capture date, source, and inaccessible or obstructed areas.

Maintenance, repair, and warranty

- ☐ Retain applicable warranties, guarantees, manufacturer information, and required maintenance steps.
- ☐ Keep inspection reports, work orders, invoices, repair scopes, closeout photos, and completion dates.
- ☐ Preserve drawings, specifications, roof plans, drainage information, and rooftop equipment changes.
- ☐ Confirm property-specific notification, inspection, warranty, and insurance instructions.

Access and event readiness

- ☐ Store an access-controlled authoritative record with a backup and a named backup record owner.
- ☐ Document emergency, roofing, consultant, warranty, broker, and insurer contacts that apply to the property.
- ☐ Define who restricts access, reports concerns, authorizes temporary protection, and retains photos and receipts.
- ☐ Include communications and continuity responsibilities in the broader business preparedness plan.

DOCUMENTS AND PEOPLE

Retain	Appropriate access
Roof plans and specifications; applicable warranties; inspection, maintenance, repair, and closeout records; original photos, video, maps, notes, and metadata; invoices, receipts, scopes, event logs, communications, and professional reports.	Owner or asset manager; property and facility leads; safety personnel; commercial roofing contractor; manufacturer or warranty contact; roof consultant or engineer; risk, broker, insurer, adjuster, claims, legal, or regulatory stakeholders as applicable.

Safety first: Do not enter a damaged area or access a roof until responsible site personnel and appropriate qualified professionals judge the conditions safe. Follow emergency officials, OSHA requirements, and site controls.

AFTER SEVERE WEATHER

1. Control access and hazards

☐ Restrict unsafe areas. Do not access a roof during high wind, rain, lightning, or possible structural, fall, or electrical hazards.

☐ Engage the appropriate contractor, consultant, engineer, electrician, or other qualified professional when conditions warrant.
2. Open a separate event record

☐ Record event window, address, roof section, observer, observation time, and access limits. Keep the original baseline unchanged.

☐ Preserve public weather/event information with source and retrieval time as context - not property-specific causation.
3. Capture observations before cleanup

☐ When safe, take overview and detail photos or video before cleanup or temporary work changes visible conditions.

☐ Keep original files and metadata. Note roof area and direction, including relevant interior observations and temporary work.
4. Preserve the decision trail

☐ Log calls, visits, instructions, temporary work, receipts, names, and roles. Document any safety-required change or disposal.

☐ Coordinate permanent repair timing with the owner, warranty contacts, insurer or claim representative, and qualified professionals.

BASELINE VS. POST-EVENT

Element	Baseline record	Post-event record
Time	Dated reference before the event	Dated observations after the event
Location	Roof areas, features, prior concerns, and limits	Same area references plus new observations and limits
History	Known inspections, maintenance, and repairs	Work, temporary protection, and decisions since baseline
Value	Reference point for planning and later review	Focused comparison for qualified reviewers and owner decisions

WHAT MAS CAN PROVIDE

A repeatable Commercial Roof Record with dated imagery, mapped roof areas and observations, documentation notes, prior-record context, and thermal screening when conditions support it. Thermal patterns do not by themselves prove moisture and may require field confirmation.

IMPORTANT LIMITATIONS

General operational information only - not legal, engineering, roofing, safety, insurance, or causation advice. This checklist does not replace qualified professionals. MAS does not guarantee coverage, claim payment, repair outcome, or acceptance by another party.

Sources reviewed: Ready.gov/FEMA, OSHA, Travelers, GAF, NAIC, Missouri Department of Commerce and Insurance, and NOAA NCEI. Full source ledger and web checklist: midwestaerialservices.com/resources/commercial-roof-storm-documentation-checklist/