Report identification

BLANK-TEMPLATE NOTICE: No property-specific observations, findings, photographs, signatures, dates, or outcomes are included. This is not proof of a property visit or completed inspection.

Property name

Property address

Client or management contact

Visit date

Prepared by — name and role

Report reference and status

Roof Command relationship or agreed scope

1. Purpose, scope, and limitations

Purpose — why the visit was requested

Included roof areas

Inspection method — visual walkover or other agreed methods

Access conditions — areas accessed and not accessed

Weather and surface conditions — factual observed conditions

Documents reviewed — drawings, warranties, prior reports, service records, or none provided

Observations are limited to the agreed scope and accessible conditions at the time of the visit. Concealed conditions may exist. Engineering, destructive testing, code analysis, insurance coverage, storm causation, warranty determination, and other professional conclusions are outside this template unless separately contracted and performed by the appropriately qualified party.

2. Property and roof-system inventory

For each roof area, mark information as owner-provided, field-observed, document-derived, estimated, or unverified.

Roof area 1

Roof area ID

Approximate area

System or surface

Known age

Drainage

Access

Warranty

Source / provenance

Allowed values: Owner-provided / Field-observed / Document-derived / Estimated / Unverified

Roof area 2

Roof area ID

Approximate area

System or surface

Known age

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Drainage

Access

Warranty

Source / provenance
Allowed values: Owner-provided / Field-observed / Document-derived / Estimated / Unverified

Roof area 3

Roof area ID

Approximate area

System or surface

Known age

Drainage

Access

Warranty

Source / provenance
Allowed values: Owner-provided / Field-observed / Document-derived / Estimated / Unverified

3. Executive condition summary

Overall observed condition — short factual summary

Active concerns — summary, or none observed within scope

Recurring concerns — summary, or not established

Open decisions — maintenance, investigation, repair, restoration review, or replacement planning

Important limitations

4. Roof-area condition section

Roof area ID and name

System or surface — observed or documented type

Drainage observations

Perimeters and edges

Seams, field membrane, or surface

Flashings, penetrations, and curbs

Access or visibility limitations

5. Condition photograph log

Photograph 1

Photo ID

Roof area

Location or orientation

Factual observation

Issue ID

Date

Photograph 2

Photo ID

Roof area

Location or orientation

Factual observation

Issue ID

Date

Photograph 3

Photo ID

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Roof area

Location or orientation

Factual observation

Issue ID

Date

Photograph 4

Photo ID

Roof area

Location or orientation

Factual observation

Issue ID

Date

6. Issue register

Priority meanings: Attention — review promptly to determine the appropriate project-specific action. Planned — place into an agreed process. Monitor — retain for comparison at a future agreed visit.

Issue 1

Issue ID

Roof area

Factual observed condition

Priority
Allowed values: Attention / Planned / Monitor

Next lane
Allowed values: Maintain / Investigate / Repair / Evaluate / Plan

Status
Allowed values: New / Recurring / Stable / Worsening / Addressed / Closed

Linked photo IDs

Issue 2

Issue ID

Roof area

Factual observed condition

Priority
Allowed values: Attention / Planned / Monitor

Next lane
Allowed values: Maintain / Investigate / Repair / Evaluate / Plan

Status
Allowed values: New / Recurring / Stable / Worsening / Addressed / Closed

Linked photo IDs

Issue 3

Issue ID

Roof area

Factual observed condition

Priority
Allowed values: Attention / Planned / Monitor

Next lane
Allowed values: Maintain / Investigate / Repair / Evaluate / Plan

Status
Allowed values: New / Recurring / Stable / Worsening / Addressed / Closed

Linked photo IDs

7. Open-item tracker

Use only an agreed project-specific date. Do not auto-populate a standard response promise.

Open item 1

Issue ID

Proposed owner

Agreed next step

Target or review date — agreed date or TBD

Status

Closure evidence

Open item 2

Issue ID

Proposed owner

Agreed next step

Target or review date — agreed date or TBD

Status

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Closure evidence

Open item 3

Issue ID

Proposed owner

Agreed next step

Target or review date — agreed date or TBD

Status

Closure evidence

8. Decision summary and distribution

Immediate ownership review

Planned maintenance or repair

Continued monitoring

Outside professional input

Capital-planning considerations

Documents requested

Prepared for, distributed to, and revision history — recipients, date, version, change

Use limits

• This documentation structure is not an engineering opinion, statutory milestone inspection, reserve study, destructive test, code analysis, insurance or coverage analysis, storm-causation determination, warranty determination, or legal advice.

• Do not use this template to imply OGC visited a property, observed a condition, or verified user-entered information unless an actual agreed service and supporting evidence establish that fact.

• Do not enter invented diagnoses, scores, service-life estimates, costs, deadlines, coverage outcomes, warranty conclusions, or project data.

• Do not access unsafe roof areas. For emergencies or life-safety concerns, contact emergency services and the appropriate authorities.

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