

Commercial Roof Inspection Report

Roof condition, repair priorities and budget options

Property	Sample Property, Boston, MA	Inspection date	October 2026 (dry weather)
Building	4-story brick multi-family building	Inspection type	Visual inspection with drone photos; roof surface only (HVAC units, interior and moisture scan not included)
Roof area	Approx. 2,500 sq ft (example)	Prepared for	Property Manager (sample)
Roof system	Low-slope roof, white reflective single-ply membrane	Prepared by	ID Flat Roof

Overall roof condition

GOOD

The membrane, seams, flashing and the roof around rooftop equipment are in good condition; no urgent problems were found. Staining beside the bulkhead, leaves and a loose cable should be addressed this season, and the membrane around the condenser pads should be checked at each inspection. We recommend one repair and maintenance visit (Option 1); partial or full replacement is not needed now.

Rating: **Good** — routine maintenance or minor repairs only · **Fair** — localized repairs or follow-up needed · **Poor** — major repair or replacement needed

0

URGENT

2

THIS SEASON

1

MONITOR

1 Drone Overview



- F1** Beside the bulkhead
This Season
- F2** Skylight well and rear roof
This Season
- F3** Five-unit condenser group
Monitor

Drone overview of the whole roof: rooftop bulkhead, skylight well, seven condenser units in two groups, vent pipes and the scalloped rear parapet. Markers F1–F3 show Findings 1–3 (page 3).

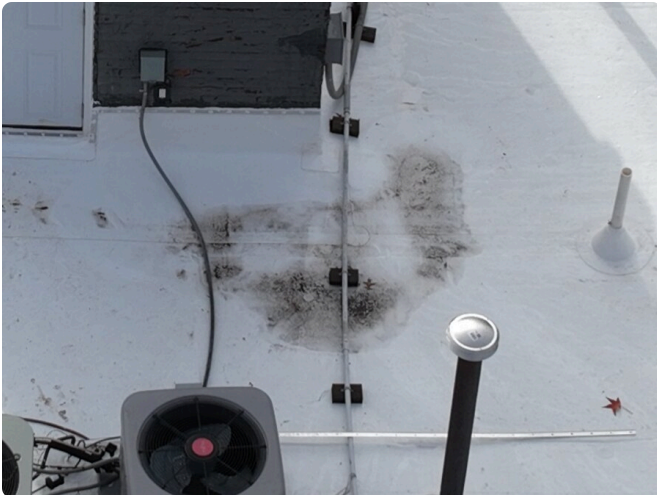


2 Membrane, Seams and Flashing

GOOD

- No punctures, splits or open seams were seen.
- Flashings at the bulkhead, skylight curb, parapet and roof edge are in place.
- Leaves and small debris on the rear roof by the parapet (Finding 2).

Photo: Rear scalloped parapet; the membrane runs up and over it.



3 Drains and Ponding Water

FAIR

- No standing water at the time of inspection (dry weather).
- Beside the bulkhead, staining and dirt build-up suggest water may sit there after rain; recheck after heavy rain (Finding 1).
- Leaves in the skylight well and on the rear roof can slow drainage after rain (Finding 2).

Photo: Area beside the bulkhead, with conduit and a loose cable (Finding 1).



4 Rooftop Equipment (HVAC) and Penetrations

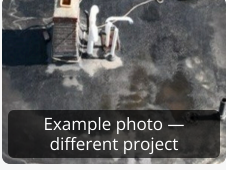
GOOD

- Seven condenser units in two groups (five and two), all on pads; the membrane around the pads is intact (Finding 3).
- Vent pipes have flashing boots; no gaps were seen.
- The skylight sits on a raised curb in a membrane-lined well; the curb flashing is in place.
- Conduit runs on support blocks; one cable lies loose on the membrane (Finding 1).

Photo: Two condenser units on pads, with refrigerant lines; a vent pipe with a flashing boot.

5 Problems Found, by Priority

URGENT repair now **THIS SEASON** plan within the current season **MONITOR** recheck at the next inspection

#	Photo	Location and finding	Recommended action	Priority
Ex.	 Example photo — different project	Not on this roof (example from another project) Standing water by a chimney and vent pipes on an aged, patched roof; leak risk.	Seal worn spots; check the insulation for moisture; if wet, replace that section (Option 2).	URGENT
F1		Beside the bulkhead Staining and dirt build-up; a cable from the bulkhead lies loose on the membrane.	Clean the area and check it for membrane damage; set the cable on support blocks; recheck after heavy rain.	THIS SEASON
F2		Skylight well and rear roof Leaves and debris in the well corners and on the rear roof by the parapet.	Clear before winter; repeat at spring and fall maintenance.	THIS SEASON
F3		Five-unit condenser group Foot traffic during HVAC service; membrane intact now.	Check the membrane at the pads at each inspection and after HVAC service.	MONITOR

6 Recommendations and Budget Options (examples)

RECOMMENDED

Option 1: Repair

WHEN IT MAKES SENSE

Localized problems; the rest of the roof is sound.

SCOPE

Findings 1–2 in one visit: clean the stained area, repair any membrane defect found, set the cable on support blocks, clear the leaves.

Example: \$495–\$690 (standard repair rate plus one extra hour if needed). **EXAMPLE**

NOT NEEDED NOW

Option 2: Partial replacement

WHEN IT MAKES SENSE

A worn section that holds water, as in the Urgent example.

SCOPE

Tear-off of that section to the deck; new membrane and flashings.

Example: 500 sq ft × \$12–\$25/sq ft = \$6,000–\$12,500 (small areas cost more per sq ft). **EXAMPLE**

NOT NEEDED NOW

Option 3: Full replacement

WHEN IT MAKES SENSE

Long-term budgeting; consider it when leaks, failing seams or wet insulation develop across the roof.

SCOPE

Tear-off to the deck; new membrane, flashings and edge metal.

Example: 2,500 sq ft × \$12–\$20/sq ft = \$30,000–\$50,000. **EXAMPLE**

Next steps. Recommended plan: Option 1 this season, before winter. You receive a written scope and price before any work begins.

Sample report. The property and findings are examples; photos are from different ID Flat Roof projects. Cost examples are not a quote: they use per-sq-ft ranges published on idflatroof.com and may not include wet insulation, deck or drainage repairs found after tear-off, permits or access equipment.