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INSPECTION REPORT / EDITABLE TEMPLATE

Roof inspection report

A clear, evidence-led record of roof condition, defects and recommended actions.

HOW TO USE • [Square brackets] = replace with your details • SAMPLE = illustrative finding; replace before issuing.

REPORT INFORMATION

PROPERTY	INSPECTION
[Sample property — replace]: 18 Cedar Lane, Bristol	Date: [Inspection date]
Client: [Client / organisation]	Reference: [Report reference]
Inspector: [Your name / company]	Weather: [Conditions during inspection]
Roof type: Pitched, concrete tiles	Access: Ground level + ladder vantage

Executive summary / SAMPLE — REPLACE

The roof was viewed from accessible external vantage points. The main coverings appear generally serviceable, although isolated slipped tiles were noted on the rear slope. Debris accumulation was observed in the north gutter, and a junction flashing warrants closer investigation. These are illustrative findings only.

OVERALL CONDITION	KEY PRIORITIES	INSPECTION STATUS
ADVISORY	1 urgent review • 2 planned actions	Visual inspection only

01 Scope and limitations

Inspection covered visible roof coverings, ridge and verge details, flashings, rainwater goods and accessible roof penetrations. No roof coverings were lifted and concealed structure was not inspected. Record any access restrictions, weather impacts and relevant standards here.

02 Condition rating guide

RATING	MEANING
GOOD	No material defects observed in the inspected area.
ADVISORY	Maintenance or further assessment recommended.
ATTENTION	Prompt action or specialist assessment required.
NOT INSPECTED	Area inaccessible or outside agreed scope.

03 Roof element assessment / SAMPLE FINDINGS

ELEMENT	RATING	OBSERVATION / ACTION
Roof coverings	ADVISORY	Two displaced tiles visible on rear slope. Arrange safe access and reinstate.
Ridges & verges	GOOD	No obvious displacement from available vantage point.
Flashings & junctions	ATTENTION	Staining at chimney abutment; investigate weatherproofing promptly.
Gutters & drainage	ADVISORY	Leaf debris in north gutter; clear and check falls/outlets.
Rooflights & vents	NOT INSPECTED	Not visible from safe accessible positions.

04 Detailed observations / SAMPLE FINDINGS

R-01 Displaced roof tiles

LOCATION / RATING	OBSERVATION	RECOMMENDED ACTION
Rear roof slope ADVISORY	Two tiles appear displaced near the lower third of the slope. No internal assessment undertaken.	Engage a competent roofer to inspect and reinstate tiles; verify underlay condition.

R-02 Possible flashing defect

LOCATION / RATING	OBSERVATION	RECOMMENDED ACTION
Chimney abutment, east elevation ATTENTION	Dark staining visible below the junction. Source and extent are unconfirmed.	Prioritise close-access investigation and repair as required.

05 Photographic evidence

Insert inspection photographs with a descriptive caption and matching observation reference. The frames below indicate recommended image placement.

PHOTO 01 / INSERT PHOTO

Rear roof slope • R-01

PHOTO 02 / INSERT PHOTO

Chimney abutment • R-02

06 Recommended action plan / SAMPLE ACTIONS

PRIORITY	ACTION	RESPONSIBILITY / TARGET
HIGH	Investigate chimney flashing and complete remedial work if required.	[Assigned party] / [Date]
MEDIUM	Reinstate displaced roof tiles and check adjacent coverings.	[Assigned party] / [Date]
ROUTINE	Clear gutter debris and confirm free drainage.	[Assigned party] / [Date]

07 Conclusion / SAMPLE — REPLACE

Based on the visible elements inspected, the roof requires targeted maintenance and further investigation at the chimney junction. This example conclusion should be replaced with an assessment supported by the actual inspection evidence, access limitations and professional judgement.

08 Inspection record

PREPARED BY	CLIENT / REPRESENTATIVE
Name: [Inspector name]	Name: [Client contact]
Company: [Company]	Organisation: [Organisation]
Signature: _____	Acknowledgement: _____
Date: _____	Date: _____

Editing guide — replace before sharing

EDITABLE FIELDS: Replace every item in [square brackets], including company, inspector, client, dates and contact details. SAMPLE FINDINGS: The property, observations, ratings, photos and action plan are fictional examples—delete or replace them with findings from your actual inspection. Add, rename or remove sections as needed.

This is a general reporting aid, not a substitute for a competent inspection, applicable regulations or specialist advice.

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