

Commercial roof asset register

Version 1.0 | 2026-09-08 | Page 1 of 1

Use one sheet per building roof area. Confirm assembly and warranty information from project records. Assign follow-up ownership and retain inspection limitations; the register is an administrative record, not a condition certification.

01. Site, building, roof area ID and facilities contact

02. Area and measurement source/date

03. System, deck and insulation from records; unknowns

04. Installation date, installer and document location

05. Drainage features and rooftop equipment references

06. Warranty, service contact and maintenance duties

07. Access coordination and site safety contact

08. Inspection date, report reference and limitations

09. Open defects or investigations, owner and due date

10. Planned maintenance/project scope and approval status

Completed example

Example: Building B, roof area B-02. Area comes from a dated drawing and is subject to field verification. Facilities records identify a membrane system but not the insulation thickness. A qualified consultant is assigned to confirm the assembly before replacement bids are requested.

HTML forms and latest version: understandingroofing.com/buying-guides/roof-buying-kit/

Personal, classroom and internal property-management copying permitted with attribution.