

Inspection notes

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Keep observations separate from the inspector's conclusions. This record does not certify roof condition. Note inaccessible areas and request a written report explaining limitations and recommended follow-up.

01. Property, inspection date and reason

02. Inspector, credentials if applicable, and contact

03. Areas inspected, observation method and weather

04. Areas not accessed and limitations

05. Observation, location and photo reference

06. Inspector's conclusion and supporting evidence

07. Immediate action recommended by inspector

08. Other actions, estimated timing and responsible person

09. Written report location and follow-up status

Completed example

Example: Inspector observes staining at an accessible attic location and records photo A3. The cause is not confirmed during this visit. A written follow-up investigation is requested. The rear roof slope was not accessed; that limitation remains in the record.

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