

Seasonal maintenance record

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Use one sheet per seasonal observation or professional service visit. Observe from the ground; use a qualified professional for roof access. Record what you saw and who will follow up, without diagnosing concealed conditions.

01. Property, roof area, date and observer

02. Season, recent weather and safe observation location

03. Visible debris, drainage or vegetation concerns

04. Visible edge, covering or exterior-wall changes

05. Accessible indoor moisture observations

06. Photos: filename, date and location

07. Professional service performed and receipt location

08. Action, responsible person and target date

09. Follow-up result and next planned review

Completed example

Example: September 8, ground-level check. Leaves visible near the rear gutter outlet; no conclusion about concealed drainage. Photo rear-outlet-0908.jpg. Owner requests a professional gutter service visit and records the completed service date and invoice.

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

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