

Etheridge Roofing

Seasonal Roof Maintenance Checklist

Commercial Flat Roofing – Annual Preventive Guide

Maintaining your commercial flat roof throughout the year is critical to protecting your building, reducing long-term costs, and ensuring system longevity. Use this checklist to stay ahead of potential issues and meet manufacturer warranty standards.

SPRING – Recovery & Prevention

- Inspect seams and flashings for cracking or separation
- Remove debris from drains, gutters, and scuppers
- Clean membrane surface of branches and sediment
- Check edge metal and coping for signs of winter damage
- Schedule a professional inspection and moisture scan

SUMMER – Heat Protection & Storm Readiness

- Look for blistering or UV-related damage on the membrane
- Confirm HVAC units haven't shifted or penetrated the surface
- Test all drainage points after storms
- Identify and document ponding water areas
- Schedule preventive repairs while weather is dry

FALL – Clean-Up & Winter Prep

- Clear leaves, nuts, and branches from the roof surface
- Double-check drains and downspouts for clogs
- Inspect flashings, curbs, and all roof penetrations
- Check insulation for signs of shrinkage or wet spots
- Patch small tears and lift areas before freezing temperatures arrive

WINTER – Monitor & React

- Monitor snow and ice buildup—especially around curbs and edges
- Clear drains after melting or freezing events
- Walk interior ceilings for new leaks or discoloration
- Watch for ice dams and downspout icicles

- Limit roof access to prevent puncture damage

Need Help or Inspections?

Contact Etheridge Roofing today for seasonal service or emergency repairs:

 888.707.6634

 www.etheridgeroofing.com

 Serving North Carolina & Beyond – Commercial Flat Roofing Experts

BONUS TIP: Regular seasonal maintenance can extend the life of your roof by 5–10 years and help maintain your warranty coverage.

This checklist is provided as a general guide. For system-specific inspections and repairs, contact your commercial roofing contractor.