BRIGHT GREEN ROOF ALBERTA

Roof Maintenance Checklist

Seasonal observations and next steps

Property / address: _____ Year: _____

SPRING | After winter

- [ ] Compare roofline and visible shingles with earlier photos.
- [ ] Look for missing, displaced or lifted shingles.
- [ ] Note debris in roof valleys and check visible gutters.
- [ ] Check that downspouts carry water away.
- [ ] Look indoors for new stains or damp areas.
- [ ] Record places where ice repeatedly accumulated.

FALL | Before winter

- [ ] Arrange removal of leaves and debris from drainage paths.
- [ ] Look for shingle pieces or increasing granules near downspouts.
- [ ] Have loose flashing or visible damage assessed.
- [ ] Check that previous repairs were completed and recorded.
- [ ] Note branches touching or close to the roof.
- [ ] Save roof photos and check previous interior moisture areas.

AFTER HAIL OR STRONG WIND

- [ ] Look for new roof material or debris on the ground.
- [ ] Photograph visible changes to shingles, gutters and accessories.
- [ ] Check indoors for fresh stains or water entry.
- [ ] Compare with earlier photos and arrange an inspection if needed.

Record observations and follow-up on page 2.

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Roof Maintenance Log

Use one entry for each observation or visit

Property / address: _____

ENTRY 01 Date _____ Area _____

Observation / photo reference

Next action / person responsible

☐ Done

ENTRY 02 Date _____ Area _____

Observation / photo reference

Next action / person responsible

☐ Done

ENTRY 03 Date _____ Area _____

Observation / photo reference

Next action / person responsible

☐ Done

ENTRY 04 Date _____ Area _____

Observation / photo reference

Next action / person responsible

☐ Done