



# ROOF INSPECTION & MAINTENANCE REPORT

**PREPARED FOR:**

Mr. & Mrs. Happy Customer  
1 Main Street  
Happytown, USA 01234

**PROPERTY LOCATION:**

Customer, Happy Residence  
1 Main Street  
Happytown, USA 01234

**PREPARED BY:**

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Service Department Manager  
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November 30, 2012

Mr. & Mrs. Happy Customer  
1 Main Street  
Happytown, USA 01234



Dear Mr. & Mrs. Happy Customer:

**We inspected your roof on November 17, 2012. The purpose of the inspection is to:**

1. Perform a visual inspection of your home's exterior & your existing roofing system's condition
2. Make any needed minor repairs
3. Make recommendations for additional repairs & for preventative maintenance
4. Inform you when items are beyond repair & in need of replacement

**Your roof consists of –**

- Main Roof Materials – 10" x 18" & 12" x 24" Vermont Green slate
- Flat Roofs – Copper flat seam (FB Installed – 2010)
- Garage Roof – EPDM (Installed by others)
- Flashings – Copper
- Gutters – Copper built-in
- Downspouts – 3" x 4" copper box
- Chimney – Brick

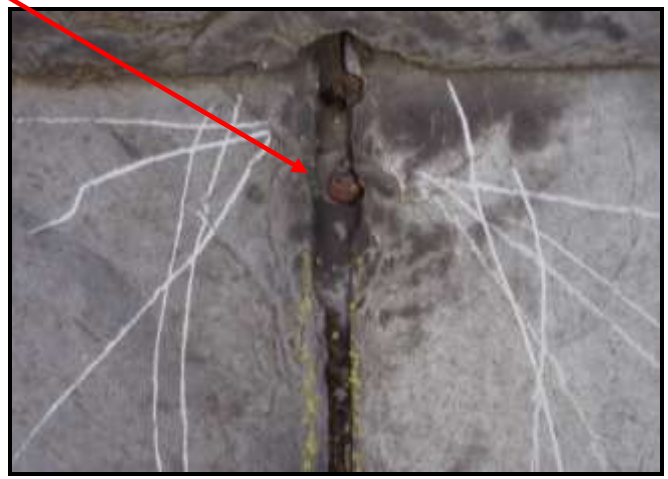
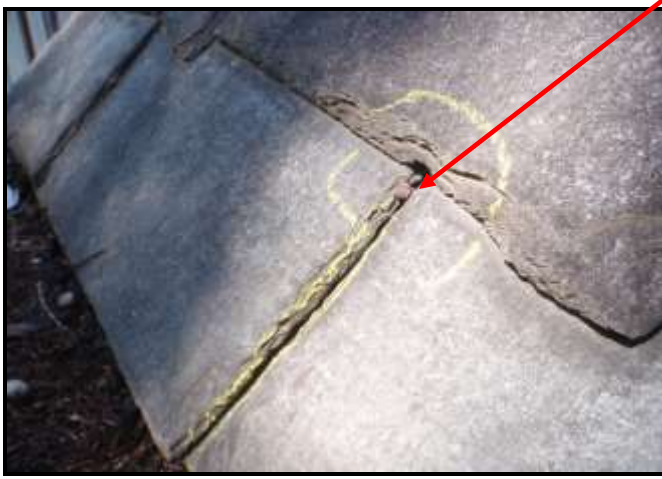
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**Evaluation of Existing Conditions That Need Attention–**

1. Slate roof is in very good condition; however there are many areas at the ridge where the cement is split wide open & nails backing out (this will allow water infiltration and can cause more extensive damage)



2. Eave slate all around house have been nailed through; probably done when old gutter screens were installed; these nails are rusted and difficult to find (these can allow water to drip through at the eaves and cause leaks)



3. Caulk at wall flashings was split or missing; there are a few nail holes in the flashing also



4. There is a hole behind one area of wall flashing that is missing



### Repairs Made This Visit –

1. Replaced two broken slates
2. Pulled exposed nails at bottom course of slate above leak area & flashed holes
3. Caulked wall flashings
4. Cemented open spot at ridge



(before)



(after)



(before)



(after)

### Recommendations –

1. Dig out & re-cement all ridges or install ridge cap flashing
  2. Pull & repair exposed nails along the remaining eaves of the house
  3. Install custom spout head & splash guard or a diverter at lower end of front valley to contain water overflow
  4. Install snow rails at front valley to hold back & contain snow & ice above the front entry door.
- ***Your roof is in good condition at this time. Completing the above recommended repairs, as well as, regular inspection and preventative maintenance can prevent leaks and other roof related problems, protect your home's interior and extend the life of your roof.***

Fick Bros. appreciates the opportunity to be of service to you and thanks you for your confidence in us. At Fick Bros. we are committed to providing our customers outstanding service and the highest quality workmanship. If you have any questions regarding this report or if I can help you in any way, please do not hesitate to contact me, at **410-864-2374** or by email at [bwright@fickbros.com](mailto:bwright@fickbros.com). Let us know how we are doing.

Sincerely,  
The Fick Bros. Roofing & Exterior Remodeling Company

Robert G. Musick  
Service Department Manager



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