

ROOF LOG AND ROOF ACCESS LOG

Keep this with your roof warranty. Bring it to every inspection. Works with any manufacturer.



ROOF AND WARRANTY DETAILS

BUILDING NAME AND ADDRESS	
ROOF SECTION(S) COVERED	ROOF AREA (APPROX.)
ROOF SYSTEM (TPO, PVC, MOD BIT, BUR...)	INSTALLATION COMPLETED (DATE)
MANUFACTURER / WARRANTY NO.	
WARRANTY TYPE AND NAME	FORM OR EDITION (PRINTED ON THE DOCUMENT)
INSTALLING CONTRACTOR	TERM AND EXPIRATION DATE
LEAK NOTICE DEADLINE AND METHOD (FROM YOUR WARRANTY)	WIND LIMIT / HAIL COVERAGE PER WARRANTY
MAINTENANCE CONTRACTOR (CERTIFIED WITH THIS MANUFACTURER Y/N)	BUILDING CONTACT AND PHONE
TRANSFER WINDOW AFTER A SALE	WHERE THE ORIGINAL WARRANTY AND AS-BUILTS ARE KEPT

OWNER DUTIES MOST COMMERCIAL WARRANTIES SHARE

- 1. Leak:** you notify the manufacturer directly, in writing, by its deadline. Notice to your roofing contractor is not notice to the manufacturer.
- 2. Inspect:** regular inspections, usually twice a year (spring and fall), and after severe weather.
- 3. Record:** keep inspection reports, photos, invoices and this log.
- 4. Repair:** fix what the manufacturer flags, using a contractor it has certified.
- 5. Changes:** you get the manufacturer’s written approval before new curbs, penetrations, equipment or solar.
- 6. Sale:** follow the transfer rules inside the manufacturer’s window.

MANUFACTURER	LEAK NOTICE	TRANSFER REQUEST
GAF (2024 forms)	Written, within 30 days	Written, within 60 days
Carlisle (Rev 12/24)	Written, within 30 days	Per Carlisle procedure, with inspection
Soprema (Forms 100/101)	Within 30 days of discovery	Written, within 6 months
Sika Sarnafil (sample)	Next business day; in writing within 1 week	Written approval in advance
Johns Manville (sample)	No later than 30 days	Fee within 30 days; JM discretion
Elevate (2026)	Written or phone, within 30 days	On payment of transfer fee

From public specimen and sample documents checked Oct 7, 2026. Fees apply to transfers. Your own warranty controls; write its exact terms in the fields at left.

HOW TO USE THIS LOG

Page 2: every inspection and maintenance visit. Page 3: every leak, and every rooftop change with its approval. Page 4: everyone who goes on the roof. Keep photos in a folder named by date and reference the photo numbers here.

INSPECTION AND MAINTENANCE LOG

Scheduled visits, event visits, and visits after trade work on the roof.



Type: S scheduled (spring / fall) · E after an event (hail, high wind, heavy rain, named storm) · T after trade work (HVAC, electrical, solar, signage). **Area codes:** F field of roof · SM seams · FL flashings · M metal edge, coping, counterflashing · D drains, scuppers, gutters · P penetrations, curbs, pitch pockets · EQ rooftop equipment · W walkways · WL walls, parapets · X debris, spills (oil, grease, coolant).

DATE	TYPE S / E / T	INSPECTED BY (COMPANY)	AREAS CHECKED (CODES BELOW)	FINDINGS AND PHOTO NUMBERS	ACTION / WORK ORDER	REPAIRED BY CERTIFIED Y/N	DATE CLOSED

LEAK LOG AND ROOFTOP CHANGES

Most notice deadlines run from discovery of the leak. Notice to the roofer is not notice to the manufacturer.



LEAK LOG

DATE FOUND	WHERE IT SHOWS (INSIDE / ROOF)	WEATHER, LAST 48 H	PHOTOS	TEMPORARY REPAIR (BY, DATE)	OWNER'S WRITTEN NOTICE TO MANUFACTURER: DATE, METHOD, CONFIRMATION NO.	CAUSE FOUND	PERMANENT REPAIR (BY, DATE)

ROOFTOP CHANGES AND APPROVALS

DATE	WHAT WAS ADDED OR CHANGED	COMPANY	MANUFACTURER WRITTEN APPROVAL, OBTAINED BY OWNER (DATE, REF.)	ROOFING TIE-IN BY (CERTIFIED)	LOGGED BY

ROOF ACCESS LOG

Who was on the roof, when and why. Carlisle lists “rooftop traffic logs” among the records owners must retain (F0001 Rev 12/24); GAF’s booklet recommends a roof access log (COMGN119-PDF-0924).



DATE	TIME IN	TIME OUT	NAME	COMPANY	PURPOSE / EQUIPMENT SERVICED	AREAS WALKED	WALKWAYS USED Y/N	ESCORT	CHECKED AFTER BY