Commercial roof leak log

Use one entry per occurrence. Attach photos by filename or work order.

Building or property _____

Leak entry 1

Date and time observed

Room, bay or grid location

Weather and timing

What you observed

Photo or work-order reference

Who was notified and follow-up

Leak entry 2

Date and time observed

Room, bay or grid location

Weather and timing

What you observed

Photo or work-order reference

Who was notified and follow-up