



WEATHER & BUILDING ENVELOPE INSPECTION

Facility Risk Audit & Weather Readiness Overview

Facility / Building: _____	Inspection Date: _____	Inspector: _____
Season / Trigger: ☐ Spring ☐ Fall ☐ Storm ☐ Freeze	Zone / Area: _____	Work Order #: _____

1. EXTERIOR SITE OVERVIEW

Status	Audit Item and Guidance
☐ Pass ☐ Defect	Site Drainage & Retention Ponds: Verify storm drains, catch basins, retention ponds, and discharge channels are clear and flow-tested.
☐ Pass ☐ Defect	Walkway & Parking Lot Hazards: Inspect asphalt and concrete for frost heaves, widening cracks, and elevation shifts that create trip hazards or ice accumulation zones.
☐ Pass ☐ Defect	Snow Removal & Ice Melt Documentation: Confirm complete snow removal and ice melt logs are maintained and retained for premises liability protection.

2. BUILDING ENVELOPE & ROOF SURFACE OVERVIEW

Status	Audit Item and Guidance
☐ Pass ☐ Defect	Interior Surface Audit: Inspect interior walls, ceilings, and foundation walls for water staining, discoloration, settlement cracks, or structural movement.
☐ Pass ☐ Defect	Roof Surface Debris Removal: Confirm all roof decks, gutters, and perimeter walkways are clean of dirt, silt, leaves, trash, and discarded construction hardware (screws, nails, tools).
☐ Pass ☐ Defect	Roof Drain & Scupper Clearance: Verify roof drains, scuppers, gutters, downspouts, and overflow paths are unobstructed to prevent water ponding.
☐ Pass ☐ Defect	Gravel Ballast Distribution: Inspect ballast to ensure gravel coverage across the roof deck with no bare membrane spots exposed to wind uplift or storm impact.
☐ Pass ☐ Defect	Rooftop Mechanical Security: Confirm rooftop units (RTUs), economizers, and coils are securely anchored and equipped with weather-resistant protective coverings.
☐ Pass ☐ Defect	Envelope Seals & Openings: Verify exterior doors, windows, skylights, hatches, weather stripping, glazing seals, and thresholds are fully intact and sealed against wind-driven rain.
☐ Pass ☐ Defect	Active Construction Protection: Confirm open-sided construction floors feature heavy-duty plastic sheeting/tarps, raised penetration sleeves, waterproof curbing, and elevated material storage on pallets.

3. HAIL RELATED DAMAGE MITIGATION

Status	Audit Item and Guidance
☐ Pass ☐ Defect	Vehicle Relocation Protocol: Confirm facility service vehicles and utility carts are relocated into parking structures or carports upon severe hail alerts.
☐ Pass ☐ Defect	Asphalt & Composition Shingle Inspection: Check for random, unpatterned impact marks, dark/black divots, granule loss exposing underlying matting, and soft spots ('apple bruise' feel).
☐ Pass ☐ Defect	Wood Shingle & Shake Inspection: Inspect for random splits displaying fresh brown/orange color, sharp unweathered edges, and impact indentations along split lines.
☐ Pass ☐ Defect	Single-Ply Membrane Surface Check: Inspect single-ply membranes (TPO/PVC/EPDM), lap seams, and flashings for punctures, slices, tears, ridging, unwelded seams, or substrate detachment.
☐ Pass ☐ Defect	Metal Flashing & Coping Audit: Examine base/counter flashings, coping joints, expansion joint covers, and fascia edging for dents, open laps, missing caulking, or fastener displacement.
☐ Pass ☐ Defect	Aging vs. Hail Differentiation: Verify observed damage is not routine environmental wear, thermal cracking, natural weathering, or manufacturing defects.

4. PROTECTION OF BUILDING SYSTEMS FROM FREEZING TEMPERATURES

Status	Audit Item and Guidance
☐ Pass ☐ Defect	Heating & Insulation Pre-Check: Inspect central HVAC units, boiler pumps, thermostat controls, heat trace tape, and pipe insulation prior to subfreezing weather.
☐ Pass ☐ Defect	Wet Piping System Drainage (<32°F / 0°C): Confirm protocols to shut off and completely drain domestic water lines, hydronic heating loops, and wet fire sprinkler systems during prolonged heat loss.
☐ Pass ☐ Defect	Fire Authority & Insurance Notification: Formally notify local fire departments, alarm monitoring providers, and insurance carriers prior to deactivating fire protection systems.
☐ Pass ☐ Defect	Emergency Heater & Fuel Safety: Verify temporary heaters and generators are installed by licensed electricians and backup fuel is stored outdoors in UL-listed or FM-approved containers.

5. BUILDING ENVELOPE & ROOF SURFACE OVERVIEW

Status	Audit Item and Guidance
☐ Pass ☐ Defect	Continuous Pipe Corridor Surveillance: Maintain round-the-clock visual monitoring along pipe chases as ice plugs melt to catch hidden leaks immediately.
☐ Pass ☐ Defect	Pre-Restoration Pipe Integrity Check: Thoroughly inspect fire, domestic, and hydronic piping for physical cracks or ice expansion splits prior to restoring water supply.
☐ Pass ☐ Defect	Safe Pipe Thawing Procedure: Use electric hair dryers or heat guns exclusively for thawing frozen pipes—never permit open flames, torches, or high-temperature lamps.
☐ Pass ☐ Defect	Post-Snow Rainstorm Roof Clearance: Inspect roof drains and scuppers immediately after snow events, especially before incoming rain, to prevent heavy water ponding and structural roof collapse.
☐ Pass ☐ Defect	Spill Kit Inventory Readiness: Verify spill kits in key zones are fully equipped with wet vacs, squeegees, absorbent socks, tarps, sump pumps, fans, dehumidifiers, and pipe clamps.
☐ Pass ☐ Defect	Valve Placards & Electrical Power Isolation: Confirm flow labels and placards on all main/zone water and steam valves, and verify electrical power is isolated to wet building zones before entry.
☐ Pass ☐ Defect	Water Cutoff, Asset Shielding & Mold Prevention: Confirm immediate closure of leaking control valves, water diversion away from switchgear/elevators, heavy plastic shielding over IT/lab assets.

Note: The Division of Risk Management has a Water Mitigation Plan template that can be tailored for State-insured facilities.