Commercial Roof Repair Decision Record

Keep observed facts separate from suspected causes, temporary measures and follow-up actions.

Building / roof zone

Reported / review date

Interior symptom, timing, weather

Observed rooftop evidence / photo IDs

Confirmed cause vs. suspected cause

Temporary protection or control used

Repair scope / system compatibility

Excluded areas / concealed conditions

Monitoring / further assessment needed

Responsible person, due date, closure