



FREE HOMEOWNER PLANNING GUIDE

Coastal and Second-Home Exterior Checklist

A practical worksheet for Delaware and Maryland homeowners preparing for a roofing or exterior decision.

A seasonal, rental, inherited, or remotely managed property needs a clear exterior plan. When the owner is away, a loose roof edge, overflowing gutter, damaged trim, window leak, or association notice can sit unnoticed unless someone knows what to check and who has authority to act.

This free checklist helps owners in Delaware and Maryland coastal communities organize safe exterior observations, local contacts, access, decision authority, storm documentation, association responsibilities, and permanent project records.

Built for real ownership handoffs

Use it for a beach house, second home, rental, family property, or condominium in Sussex County, Worcester County, Somerset County, Dorchester County, or another coastal part of Sky Shield's service area.

Use the checklist

Save or print this page and keep it with the property's owner, association, insurance, contractor, product, warranty, access, and emergency-contact records.

Your Coastal Property Exterior File

1. Property and ownership contacts

Property address: _____

Property owner: _____

Primary owner contact: _____

Local property contact: _____

Tenant, guest, or occupant contact: _____

Property manager: _____

Association or condominium contact: _____

Insurance company or agent: _____

Emergency utility contacts stored at: _____

2. Confirm who controls each exterior component

For a condominium, townhouse, or association property, ownership responsibility may differ by component. Review the governing documents before authorizing common-element work.

Component	Owner responsibility	Association responsibility	Not yet confirmed
Main roof			
Porch, addition, or garage roof			
Skylights			
Solar panels or roof equipment			
Gutters and downspouts			
Fascia and soffit			
Siding and exterior trim			
Windows and exterior doors			
Decks, balconies, and railings			

Governing document location: _____

Person who confirmed responsibility: _____

Date confirmed: _____

3. Set decision authority before an emergency

Who may authorize an inspection? _____

Who may approve temporary weather protection? _____

What limits apply to that authority? _____

Who may approve permanent work or change orders? _____

Who must receive photos before a decision? _____

Who communicates with occupants or guests? _____

Where is the written authorization stored? _____

4. Create a safe seasonal exterior check

Do not climb onto the roof. Use binoculars or ground-level photos where helpful, and hire a qualified professional for areas that cannot be viewed safely.

Roof and roof edges

- ☐ No roofing material is visible on the ground
- ☐ Roof surfaces visible from the ground show no obvious displaced sections
- ☐ Ridge and exposed edges appear secure from the ground
- ☐ Flashing areas visible from the ground show no obvious displacement
- ☐ Skylight and chimney areas have no new interior staining below them
- ☐ Solar panels or roof equipment show no obvious visible change from the ground

Gutters, fascia, and soffit

- ☐ Gutters appear securely attached
- ☐ Downspouts are connected
- ☐ Discharge paths are open and moving water away from the building as intended
- ☐ Fascia shows no new staining, soft areas, or loose sections visible from the ground
- ☐ Soffit panels appear secure
- ☐ Overflow or staining locations are photographed during or after rain when safe

Siding, trim, windows, and doors

- ☐ Siding panels appear secure
- ☐ Corners and visible transitions show no new openings
- ☐ Window and door trim show no new gaps or staining

- ☐ Screens and exterior hardware are secure
- ☐ Interior sills and surrounding walls show no new moisture signs
- ☐ Shutters and decorative exterior pieces are secure

Site and drainage

- ☐ Tree limbs are clear of obvious contact with the roof or exterior
- ☐ Debris is not blocking visible drainage paths
- ☐ Exterior vents remain open and intact
- ☐ Outdoor equipment and furniture are secured before an extended absence
- ☐ No new standing water or erosion concern is visible near the building after rain

Roofing and exterior work cannot prevent tidal, groundwater, riverine, or storm-surge flooding. Keep flood planning and insurance questions separate from ordinary exterior maintenance.

5. Build a photo baseline

Take clear photos before storm season, before a long vacancy, and after completed exterior work.

- ☐ Front, rear, and each side of the property
- ☐ Roof surfaces visible from the ground
- ☐ Gutters, downspouts, fascia, and soffit
- ☐ Siding, trim, windows, and exterior doors
- ☐ Decks, porches, and attached structures
- ☐ Solar equipment visible from the ground
- ☐ Interior ceilings below roof transitions
- ☐ Product labels, color records, and warranty documents

Original photo folder: _____

Backup location: _____

Baseline date: _____

6. Post-storm remote check

After the area is safe, ask the local contact to:

- ☐ Walk the property from the ground without entering hazardous areas
- ☐ Photograph the same baseline views
- ☐ Note the date, time, and exact location of each change
- ☐ Check accessible interior ceilings and walls for new staining

- ☐ Report roofing or exterior material found on the ground
- ☐ Keep clear of downed lines, unstable trees, standing water near electrical equipment, broken glass, and sagging areas
- ☐ Contact the owner before authorizing non-emergency work
- ☐ Save receipts and photograph temporary protection

Local contact name: _____

Best communication method: _____

Photo upload location: _____

7. Contractor access plan

- ☐ Owner authorization documented
- ☐ Gate, lockbox, concierge, or association access arranged
- ☐ Occupant or guest schedule confirmed
- ☐ Alarm and camera instructions shared
- ☐ Pets or service animals addressed
- ☐ Parking and delivery restrictions identified
- ☐ Association work hours identified
- ☐ Elevator, common-area, or neighboring-property access identified
- ☐ Person available for concealed-condition decisions identified
- ☐ Remote photo and video review method agreed upon

Access notes:

8. Keep a permanent property record

- ☐ Roof installation date and product information
- ☐ Siding, gutter, fascia, soffit, and window records
- ☐ Solar documents and service contacts
- ☐ Signed scopes and approved change orders
- ☐ Permit and inspection records, when applicable
- ☐ Manufacturer registrations and written terms
- ☐ Contractor workmanship terms
- ☐ Final invoices and payment records
- ☐ Completion photos

- ☐ Association approvals
- ☐ Insurance correspondence and claim documents, when applicable
- ☐ Current owner, manager, tenant, and emergency contact list

Record location: _____

Last updated: _____

9. Questions before authorizing exterior work remotely

- Who inspected the property, and what visible evidence was documented?
 - Does the owner or association control the affected component?
 - What work is temporary, and what work is permanent?
 - Which conditions remain hidden until removal begins?
 - Who may approve added work?
 - How will products, colors, and association requirements be confirmed?
 - How will the property, occupants, neighboring areas, and landscaping be protected?
 - How will daily updates, completion photos, cleanup, and final documents be delivered?
 - Which manufacturer and contractor warranty terms apply separately?
 - Who will be the long-term contact if a future concern appears?
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Need an exterior plan for a coastal property?

Sky Shield serves homeowners across Sussex County, the Maryland Eastern Shore, and its broader Delaware and Maryland service area. We can inspect the property, coordinate with an authorized owner or manager, and provide a clear written scope for the work you choose.

[Schedule Your Free Estimate](#)

[Call \(410\) 726-2700](#)