

Roof Maintenance/Management

GENERAL GUIDELINES:

1. **START A PROGRAM** of periodic and systematic inspection *before* problems or leaks develop.
2. Plan and allocate appropriations in advance to meet preventative maintenance requirements. Avoid inappropriate or inadequate measures that just do *something* because of poor planning.
3. Understand the terms of your current warranty or guarantee. Weigh the expense of systematic preventative maintenance against the cost of roof replacement.
4. Be sure your inspection program is exhaustive and includes all types of flashing, adjoining masonry, metal and other possible sources of leaks.
5. Immediately repair ruptures, splits, holes or any other major membrane deficiency. Follow temporary repairs with permanent repairs as soon as possible.
6. Look for “tell tale signs” of a developing problem. Small cracks or blisters may be deeper than they look and allow moisture to penetrate the system. Failure to catch problems in their developmental stage is a major cause of severe deterioration.
7. Be sure you know the make of your current roof system, especially the susceptibility of the underlayment or insulation to damage by moisture.
8. If the felts or membrane are already deteriorated don’t assume that they can be rejuvenated.
9. Shrinkage can cause stress cracks in asphalt and other coatings. Simply coating over these cracks doesn’t take into account the need for reinforcement to resist the continuous stresses.
10. Be sure the manufacturer of your particular roof system endorses the material(s) you use.
11. Consult with a professional. An accredited, experienced and technically competent roofing contractor is a valuable asset.
12. ***There are no universal techniques or products to meet all conditions.***

FiberTite® Maintenance Guidelines

DO:

- Train at least one individual in your maintenance department in what to look for and how to provide remedial care for your roof system. Or better yet: enlist the services of a professional roofing contractor to provide a custom maintenance program for you.
- A wise and prudent maintenance program will extend the life expectancy of *ANY* roof system.
- Conduct inspections no less than twice a year.
These are usually scheduled for one in the spring and one in the fall.
- Don't ignore the building exterior. Cracks in exterior masonry walls can alert you to possible cracks in the roofing or flashing. Loose or leaky perimeter edge metal flashing can weaken the roof systems' first line of defense in a wind storm allowing wind to get under the roofing membrane and cause a possible blow off. Damaged or clogged gutters, roof drains and down spouts can cause water to back up onto, or even into your roof system.
- Inform equipment service personnel about your roof system and warn them against penetrating or dropping tools and equipment onto the roof membrane. Also let them know that should an incident occur, it's all right as long as they inform you. You may want them accompanied by a member of your own maintenance staff.
- **KEEP THE ROOF CLEAN AND FREE OF ALL DEBRIS.**
- Recognize that felt or fabric exposure can lead to fast deterioration.
- Open laps, blisters, excessive wrinkling or ridging is a sign of possible roof failure.
- Flashing, exposed sealants, pitch pans, gravel stops and other penetrations are the most common source of roof leaks. Pay particular attention to these items.

DON'T :

- Allow unqualified personnel to maintain your roof.
- Allow traffic on your roof unless accompanied by or authorized by your informed maintenance personnel.
- Allow equipment service personnel to penetrate your roof without being certain that the penetrations will be immediately and properly flashed by a qualified roofing contractor. If your roof has a warranty, the roofing manufacturer should be notified prior to any roof alterations.
- Permit inferior products to be used.
- Be taken in by "Cure All" products that can be applied by anyone.
- Expect a manufacturer's warranty to keep the water out of your building(s). Warranties do not cover many of the problems that can develop on the roof.
- Think that the low price is always the best deal. Be aware of the definition of a "Change Order."
- Deal with firms without established credentials who won't stand behind their work and are often unavailable when you need them. Remember there are no panaceas in roofing and no product is better than the applicator.





INTELLIGENT
ROOFING SOLUTIONS

Building: _____ Date: _____ Date of Previous Inspection: _____

Location: _____ Inspected By: _____

I. SUPPORTING STRUCTURE

	OK	PROBLEM MAJOR MINOR	Observation	Date of Repair
Exterior and Interior Walls				
Expansion / Contraction _____			_____	_____
Settlement Cracks _____			_____	_____
Deterioration / Spalling _____			_____	_____
Moisture Stains / Efflorescence _____			_____	_____
Physical Damage _____			_____	_____
Other _____			_____	_____
Exterior and Interior Roof Deck				
Securement to Supports _____			_____	_____
Expansion / Contraction _____			_____	_____
Structural Deterioration _____			_____	_____
Water Stains / Rusting _____			_____	_____
Physical Damage _____			_____	_____
Attachment of Membrane / Insulation _____			_____	_____
New Equipment Alterations _____			_____	_____
Other _____			_____	_____

II. ROOF CONDITION

	OK	PROBLEM MAJOR MINOR	Observation	Date of Repair
A. General Appearance				
Debris _____			_____	_____
Drainage _____			_____	_____
Physical Damage _____			_____	_____
General Condition _____			_____	_____
New Equipment Alterations _____			_____	_____
Other _____			_____	_____
B. Surface Condition				
Bare Spots _____			_____	_____
Alligatoring / Cracking _____			_____	_____
Slippage _____			_____	_____
Other _____			_____	_____
C. Membrane Condition				
Blistering _____			_____	_____
Splitting _____			_____	_____
Ridging / Wrinkling _____			_____	_____
Fishmouthing _____			_____	_____
Loose Laps / Seams _____			_____	_____
Punctures _____			_____	_____
Fastener Backout _____			_____	_____
Securement to Substrate _____			_____	_____
Membrane Shrinkage _____			_____	_____
Membrane Slippage _____			_____	_____
Other _____			_____	_____



SEMI-ANNUAL MAINTENANCE INSPECTION CHECKLIST

III. FLASHING CONDITION

	OK	PROBLEM <small>MAJOR MINOR</small>	Observation	Date of Repair
A. Roof Perimeter Base Flashing				
Punctures or Tears _____			_____	_____
Deterioration _____			_____	_____
Blistering _____			_____	_____
Open Laps _____			_____	_____
Attachment _____			_____	_____
Ridging / Wrinkling _____			_____	_____
Other _____			_____	_____
B. Counter Flashing / Terminations				
Open Laps _____			_____	_____
Punctures _____			_____	_____
Attachment _____			_____	_____
Rusting _____			_____	_____
Fasteners _____			_____	_____
Caulking _____			_____	_____
Other _____			_____	_____
C. Coping				
Open Fractures _____			_____	_____
Punctures _____			_____	_____
Attachment _____			_____	_____
Rusting _____			_____	_____
Drainage _____			_____	_____
Fasteners _____			_____	_____
Caulking _____			_____	_____
Other _____			_____	_____
D. Perimeter Walls				
Mortar Joint _____			_____	_____
Spalling _____			_____	_____
Movement Cracks _____			_____	_____
Other _____			_____	_____

IV. ROOF PERIMETER EDGING / FACIA

	OK	PROBLEM <small>MAJOR MINOR</small>	Observation	Date of Repair
Splitting _____			_____	_____
Securement _____			_____	_____
Rusting _____			_____	_____
Membrane Deterioration _____			_____	_____
Fasteners _____			_____	_____
Punctures _____			_____	_____
Other _____			_____	_____

V. ROOF PENETRATIONS

	OK	PROBLEM <small>MAJOR MINOR</small>	Observation	Date of Repair
A. Equipment Base Flashing				
Open Laps _____			_____	_____
Punctures _____			_____	_____
Attachment _____			_____	_____
Other _____			_____	_____



SEMI-ANNUAL MAINTENANCE INSPECTION CHECKLIST

V. ROOF PENETRATIONS (CONTINUED)

	OK	PROBLEM MAJOR MINOR	Observation	Date of Repair
B. Equipment Housing				
Counter Flashing _____			_____	_____
Open Seams _____			_____	_____
Physical Damage _____			_____	_____
Caulking _____			_____	_____
Drainage _____			_____	_____
Other _____			_____	_____
C. Equipment Operation				
Discharge of Contaminants _____			_____	_____
Excessive Traffic Wear _____			_____	_____
Other _____			_____	_____
D. Roof Jacks / Vents / Drains				
Attachment _____			_____	_____
Physical Damage _____			_____	_____
Operational / Clogged _____			_____	_____
Caulking _____			_____	_____
Other _____			_____	_____

VI. EXPANSION JOINTS

	OK	PROBLEM MAJOR MINOR	Observation	Date of Repair
Open Joints _____			_____	_____
Punctures _____			_____	_____
Securement _____			_____	_____
Rusting _____			_____	_____
Fasteners _____			_____	_____
Other _____			_____	_____

VII. PITCH POCKETS

	OK	PROBLEM MAJOR MINOR	Observation	Date of Repair
Open Joints _____			_____	_____
Sealant _____			_____	_____
Excessive Movement _____			_____	_____
Other _____			_____	_____

