



Roof Maintenance

Roof inspection is critical to an overall preventative maintenance program for any building. Regular roof maintenance will help ensure that all roofs provide satisfactory performance for their life expectancy. Scheduled inspections and maintenance on roof surfaces and drains may prolong the life of a roof and may reduce the costs of repairs.

Maintenance Programs



The purpose of a roof maintenance program is to slow normal age-related deterioration. Roof maintenance programs are designed to repair minor deficiencies that may be a source for water penetration before it occurs, thus avoiding the damage and costs associated with water penetration.

As a best practice, historical information should be obtained on all existing roofs. The following information should be compiled for maintenance and building files:

- As-built specifications
- Roof plan with all roof mounted equipment, penetrations and drainage lines
- As-built drawing with roof construction details
- All roof installation inspection reports
- Roofing material specifications, data sheets, etc.
- Roof warranties
- Manufacturer's suggested maintenance guidelines
- Maintenance reports
- Reports of any leaks or repairs
- Records of any modifications to the roof or roof top equipment

Roof Inspection Program

Regular inspections, after an initial roof survey, should be carried out, at minimal, on a semiannual basis. Particular attention should be given to the perimeter areas of the roof and the flashings where the wall and roof intersect. An inspection in the spring may reveal potential damage that might have occurred from winter weather. A fall inspection may reveal any preventative action that would be required before winter arrives.

Inspection should be conducted after any major storm or construction activity that might cause damage to the roof. The roof inspection should begin inside the building. All interior walls and ceilings should be inspected for signs of water stains, cracks and settling of foundation walls. Any inspections should be documented.

A comprehensive maintenance program for roofing systems should include these basic steps:

1. Keep roofs clean and free of debris.
2. Keep drainage systems clear and functional.
3. Train maintenance personnel on the requirements of working with the roof system.



4. Restrict roof access to authorized personnel.
5. Limit penetration of the roof system.
6. Use professional roofing contractors who stand behind their work.

Summary

Maintaining roofs is an essential element of an overall building preventative maintenance program. Inspecting roof surfaces and maintaining the integrity of roof surfaces, along with drain lines, can prolong the life of the roof. The frequency of inspections will depend on several variables including the type of roof surface, age, geographic area and weather conditions.



Roof Survey

Organization Name: _____
Address: _____
Building(s): _____ **Date:** _____

Instructions:

1. Complete a form for each major building. Connected groups of smaller buildings can be included on one form.
2. Any "yes" answer is a condition that needs to be repaired or examined by a qualified professional.
3. Schedule repairs promptly. Roofs that require repair are more susceptible to windstorm damage.
4. If your organization already has a computerized preventative maintenance (PM) system then incorporate this form into that system to ensure roofs are examined every six months.
5. If your organization does not have a computerized PM program then manually complete this form every six months and after severe storms.

Overall condition:

Satisfactory

Needs repair Action planned:

	Item	Yes	No	Actions/Comments
1	Are there any cracks, splits or loose seams in the roof covering?			
2	Is there any blistering (may resemble bubbles) of the roof covering?			
3	Is there any ponding or other evidence of water accumulation?			
4	Are drains plugged or potentially blocked by debris or other material?			
5	Are there any bare spots in the gravel or stone covering?			
6	Is there any evidence of damage from hail?			
7	Are gutters and downspouts clear of leaves or other obstructive materials?			
8	Is there any loose or missing flashing around the edges (top and side), especially near the corners?			
9	Are there any signs, antennas, microwave dishes or other roof-mounted equipment with loose or disconnected supports or guy wires?			
10	Is there any evidence of leaking on the top floor of the building?			

NOTE:

Avoid torch-applied roof coverings. If it is necessary to use a torch to repair an existing roof or install a new covering, require that a fire-watch with multiple fire extinguishers be immediately available on the roof. This is considered hot work. The owner should complete a hot work permit before the contractor commences their work.