

Roof installed by: _____

Warranty No.: _____

The following information is designed to assist owners in establishing a regular and beneficial roof inspection and maintenance program. This important area of responsibility for the building owner can provide many long-term benefits including extended life expectancy of the roofing system, reduced average in-place cost, prevention of major deterioration resulting from minor problems and eventually, reduced roof system replacement cost.

Roof Maintenance Guidelines

All roofs require regular inspections and periodic maintenance to achieve their expected performance. Roofs should be inspected at least twice yearly: in the spring and fall. Additionally, all roofs should be inspected after any severe weather or storms. The roofing contractor who installed the roof membrane, in conjunction with the building owner's maintenance personnel, should perform these inspections. Leaks occur most often at flashings, pitch pans, gravel stops and other penetrations. Pay special attention to these areas.

It is important to keep in mind that a roof system extends beyond just the roof membrane(s) including but not limited to: the underlying roof deck, insulation, fasteners, metal work, drains, pitch pans, expansion joints, skylights, vents, plastic accessories, decorative or reflective coating, wall coverings, surfacing and/or any ballast, rocks or gravel. Please note that CertainTeed offers several low slope roofing warranty options; the aforementioned components are not included in every CertainTeed warranty. Regardless of selected warranty, these components also should be inspected and maintained.

General – One of the keys to avoiding roof damage is limiting access to the roof. Allow only authorized personnel on the roof who understand good roof access procedures and precautions. Bag and remove all debris from the roof. Keep grease and oil off of the roof. Clean and remove any liquid deposits immediately. Do not allow foot traffic on the roof in very hot or very cold weather. Do not allow the installation of television or radio antennas, satellite dishes or other mechanical equipment without notifying CertainTeed for approval and for consultation about the methods and details for these installations.

Roof Drains – CertainTeed requires positive drainage. Owners must keep roof drains and the surrounding areas free of debris to allow for proper drainage. Maintain proper attachment of drain clamping rings.

Metal Flashing – Start with a visual examination looking for areas of damage or rust. Ensure that the flashing has remained properly attached and sealed. Repair or replace areas with damage, poor caulking and all loose areas including counterflashing, coping, seams and/or joints.

Pitch Pans – Keep pitch pans full at all times. Examine and repair the metal pan assembly when necessary.

Rooftop Equipment – Qualified roofing personnel should accompany the equipment installation and/or service employees. If this is not practical, have qualified roofing personnel inspect the area after the equipment installation and/or service employees have completed their work. Regularly check and maintain the condition of all rooftop equipment. Ensure that no substances from the equipment are being deposited on the roof and if deposits are present – clean immediately. Check equipment flashing for proper condition.

Roof Coating – Visually inspect for signs of deterioration. Maintenance or replacement completed by a roofing professional is essential. Coating life is affected by a variety of factors including climate and environment.

Other – The above list reflects only the most common components found on roof systems; it is not all-inclusive. Contact CertainTeed for additional information.

Owner Inspection and General Recommendations

- A. Utilize roofing professionals or thoroughly trained maintenance personnel for roof-related issues.
- B. Owners should file all job records, drawings and specifications for future reference. Contract with a roofing contractor authorized by CertainTeed to set up a regular inspection and roof maintenance schedule. Record maintenance procedures as they occur. Log all roof access times and other trades working on the roof in case damage should occur. Report damage as soon as it occurs so repairs may be scheduled and executed as soon as possible.
- C. Make more frequent inspections (six times per year) on buildings that house manufacturing facilities that evacuate or exhaust debris onto the roof.
- D. Inspect the exterior of the building for settlement or movement. Structural movement may result in splits in the roof membrane.
- E. Repairs should be performed as soon as needed – owners should not allow a nuisance leak to develop into a major problem, degrading insulation and destroying a large portion of the roof assembly. While a roofing contractor authorized by CertainTeed should perform repairs and maintenance work, the owner can help maintain the roof by ensuring that minor clean-up and maintenance procedures are performed (e.g., regular checking and cleaning of debris from roof and around drains.)
- F. Notify CertainTeed immediately after a roof leak occurs. If possible, note conditions resulting in leakage. Heavy or light rain, wind direction, temperature and the time of year that the leak occurs are all important clues to tracing roof leaks. Note whether the leak stops shortly after each rain or continues to drip until the roof is dry. If the owner is prepared with the facts, the diagnosis and repair of roof problems can proceed more rapidly.
- G. In some emergency situations, owner-applied temporary patches may be made to stop leaks to minimize property loss. Except for certain emergency situations, owners should not attempt roof repairs. The puncturing of a blister or the spreading of a liquid-applied coating or bituminous cement may only cover up evidence needed to ascertain the real problem.

For your convenience, we have provided a basic inspection form on the reverse side of this page that addresses critical areas of the roofing system.

Date: _____ Inspected By: _____

	ROOF PLAN LEGEND Roof Drain Scupper Firewall Chimney Skylight Scuttle or hatch Penthouse Ventilator/Fan Vent Pipe Air Conditioner Cooler Pitch Pocket Saddle Hip Ridge Valley Pipe or Conduit Screen Support/Fence Expansion Joint Metal Edging – Single-line perimeter Parapet Wall – Double-line perimeter Other _____
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Owner Based Maintenance Requirements

	No Problems	Maintenance Required	Not Applicable
1. Edge Metal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Counter Flashings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Expansion Joints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Pitch Pans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Drains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Scuppers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Skylights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Coping Covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Vents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Flues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Antennae	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. HVAC Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Sign Supports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Coatings/Toppings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments _____			

Condition of Roof Membrane

Surface Condition	Yes	No
Any blisters, splits, buckles or punctures?	<input type="checkbox"/>	<input type="checkbox"/>
Any bare spots, displaced gravel, thin coating or severe granule loss?	<input type="checkbox"/>	<input type="checkbox"/>
Reflective coating in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Any evidence of ponding?	<input type="checkbox"/>	<input type="checkbox"/>
Any evidence of residue deposits or foreign contamination?	<input type="checkbox"/>	<input type="checkbox"/>
Are A/C condensation lines extending into drains?	<input type="checkbox"/>	<input type="checkbox"/>
Any evidence of traffic or physical damage?	<input type="checkbox"/>	<input type="checkbox"/>
Any evidence of wet insulation?	<input type="checkbox"/>	<input type="checkbox"/>
Comments _____		

General Conditions		
Any building or structural movement?	<input type="checkbox"/>	<input type="checkbox"/>
Any deflection or sagging of deck?	<input type="checkbox"/>	<input type="checkbox"/>
Any alterations, additions or new penetrations?	<input type="checkbox"/>	<input type="checkbox"/>
Any change in building usage?	<input type="checkbox"/>	<input type="checkbox"/>
Comments _____		

Copies should be made of this form and used in your semi-annual roof inspections