



# Roof System Maintenance Packet





## GENERAL INFORMATION

Building Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact: \_\_\_\_\_

Owner: \_\_\_\_\_

Tenant: \_\_\_\_\_ Tenant Phone: (\_\_\_\_) \_\_\_\_\_

Architect: \_\_\_\_\_ Architect Phone: (\_\_\_\_) \_\_\_\_\_

Roofing Contractor: \_\_\_\_\_ Contractor Phone: (\_\_\_\_) \_\_\_\_\_

Membrane Manufacturer: \_\_\_\_\_

Warranty Terms: \_\_\_\_\_ Dates Installed: \_\_\_\_\_

Warranty Coverage Period: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Membrane Type: \_\_\_\_\_ Thickness: \_\_\_\_\_

Insulation: \_\_\_\_\_ Building Height: \_\_\_\_\_

Design Wind Speed: \_\_\_\_\_ Roof Area (Sq. Ft.): \_\_\_\_\_

Specification: \_\_\_\_\_ Construction Type: \_\_\_\_\_

Roof Deck Type: \_\_\_\_\_ Roof Slope: \_\_\_\_\_ Drainage:  Yes  No

Installation Method:  Fully Adhered  Mechanically Attached

**ROOF TOP DRAWING**

Draw the shape of the building including outer dimensions. Use the code numbers from the Inspection Form and add to the drawing.

Building Name: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector's Name: \_\_\_\_\_ Phone: \_\_\_\_\_



Building: \_\_\_\_\_ Inspection Date: \_\_\_\_\_

Location: \_\_\_\_\_

Inspector: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact Phone: (\_\_\_\_) \_\_\_\_\_

Membrane: \_\_\_\_\_ Surfacing: \_\_\_\_\_

Installation Method:  Fully Adhered  Mechanically Attached

Has the occupancy or use of the building changed since the last inspection?

No  Yes If yes, how? \_\_\_\_\_

Have any changes, additions or new penetrations been made to the roof since the last inspection?

No  Yes If yes, how? \_\_\_\_\_

Has there been leakage?

No  Yes If yes, under what condition?  Light Rain  Heavy Rain  Wind Driven Rain  Leaks Continuously

Were emergency repairs performed?  No  Yes If yes, describe: \_\_\_\_\_

## INSPECTION CHECKLIST

Perform an initial general building inspection: condition may indicate roof problem.

Note location for investigation on roof: \_\_\_\_\_

### INTERIOR: ROOF DECK

Code	Item	Condition Present	Action Needed	Action Taken
A1	Rusting		Rofer/Owner	
A2	Spalling		Rofer/Owner	
A3	Crackling		Rofer/Owner	
A4	Buckling		Rofer/Owner	
A5	Sagging		Rofer/Owner	
A6	Open Joints		Rofer/Owner	

### WALLS

Code	Item	Condition Present	Action Needed	Action Taken
B1	Movement		Owner	
B2	Settling		Owner	
B3	Cracks		Owner	
B4	Spalling		Owner	
B5	Paint Peeling		Owner	
B6	Water Stains		Rofer	

### EXTERIOR WALLS

Code	Item	Condition Present	Action Needed	Action Taken
C1	Mortar Joints		Owner	
C2	Cracks		Owner	
C3	Stains		Owner	
C4	Efflorescence		Owner	
C5	Sealant Joints		Owner	
C6	Windows		Owner	
C7	Fascia Displaced		Owner	
C8	Gutters Anchored		Owner	
C9	Downspouts		Owner	

### ROOF GENERAL

Code	Item	Condition Present	Action Needed	Action Taken
D1	Ponded Water		Rofer/Owner	
D2	Debris		Owner	
D3	Physical Damage		Rofer/Owner	

### PERIMETER: CAP FLASHINGS / COUNTER FLASHINGS

Code	Item	Condition Present	Action Needed	Action Taken
E1	Loose/Missing Fasteners		Rofer/Owner	
E2	Loose/Displaced Metal		Rofer/Owner	
E3	Deformed Metal		Rofer/Owner	
E4	Corrosion		Rofer/Owner	
E5	Loose/Missing Joint Covers		Rofer/Owner	
E6	Cracked Sealant		Rofer/Owner	
E7	Punctures		Rofer/Owner	
E8	Other		Rofer/Owner	

### PERIMETER: COPING

Code	Item	Condition Present	Action Needed	Action Taken
F1	Loose/Missing Fasteners		Rofer/Owner	
F2	Loose/Displaced Metal		Rofer/Owner	
F3	Deformed Metal		Rofer/Owner	
F4	Corrosion		Rofer/Owner	
F5	Loose/Missing Joint Covers		Rofer/Owner	
F6	Cracked Sealant		Rofer/Owner	
F7	Punctures		Rofer/Owner	
F8	Other		Rofer/Owner	

### PERIMETER: EXPANSION JOINTS

Code	Item	Condition Present	Action Needed	Action Taken
G1	Loose/Missing Fasteners		Rofer/Manufacturer	
G2	Loose/Displaced Metal		Rofer/Manufacturer	
G3	Deformed Metal		Rofer/Manufacturer	
G4	Corrosion		Rofer/Manufacturer	
G5	Spliced Joints		Rofer/Manufacturer	
G6	Strip Flashing		Rofer/Manufacturer	
G7	Punctures		Rofer/Manufacturer	
G8	Splitting		Rofer/Manufacturer	
G9	Mechanical Damage		Rofer/Manufacturer	
G10	Hinder Damage		Rofer/Manufacturer	
G11	Other		Rofer/Manufacturer	

### PERIMETER: EDGE METAL

Code	Item	Condition Present	Action Needed	Action Taken
H1	Loose/Missing Fasteners		Rofer/Manufacturer	
H2	Loose/Missing Stripped-In Flashing		Rofer/Manufacturer	
H3	Splits in Butt Joint Patches		Rofer/Manufacturer	
H4	Corrosion		Rofer/Manufacturer	
H5	Loose/Missing Metal Sections		Rofer/Manufacturer	
H6	Loose/Missing Joint Covers		Rofer/Manufacturer	
H7	Open End Joints		Rofer/Manufacturer	
H8	Cracked Sealant		Rofer/Manufacturer	
H9	Other		Rofer/Manufacturer	

### WALLS: BASE FLASHING

Code	Item	Condition Present	Action Needed	Action Taken
J1	Exposed Top Seal		Rofer/Manufacturer	
J2	Adhesion		Rofer/Manufacturer	
J3	Seams Attachment to the Field		Rofer/Manufacturer	
J4	Vertical End Laps		Rofer/Manufacturer	
J5	Cracked Sealant		Rofer/Manufacturer	
J6	Deterioration		Rofer/Manufacturer	
J7	Punctures		Rofer/Manufacturer	
J8	Sagging/Wrinkles		Rofer/Manufacturer	
J9	Excessive		Rofer/Manufacturer	
J10	Other		Rofer/Manufacturer	

### PENETRATIONS: PITCH-PANS

Code	Item	Condition Present	Action Needed	Action Taken
K1	Pitch Pocket Sealant			
K2	Loose Flashing		Rofer/Manufacturer	
K3	Draw Bands		Rofer/Manufacturer	
K4	Other			

### PENETRATIONS: DRAINS

Code	Item	Condition Present	Action Needed	Action Taken
L1	Strainers/Clamping Ring		Rofer/Manufacturer	
L2	Clear of Debris			
L3	Flashing		Rofer/Manufacturer	
L4	Ponding		Rofer/Manufacturer	

### PENETRATIONS: ROOFTOP EQUIPMENT

Code	Item	Condition Present	Action Needed	Action Taken
M1	Attachment to Curbs		Rofer/Manufacturer	
M2	Access Panels		Rofer/Manufacturer	
M3	Housing		Rofer/Manufacturer	
M4	Liquid Discharge			
M5	Condensation			
M6	Roof Protected		Rofer/Manufacturer	

### CONDUIT OR PIPE

Code	Item	Condition Present	Action Needed	Action Taken
N1	Sagging		Rofer/Manufacturer	
N2	Supports Moving		Rofer/Manufacturer	
N3	Joints		Rofer/Manufacturer	
N4	Corrosion		Rofer/Manufacturer	

### FIELD: MEMBRANE (GENERAL)

Code	Item	Condition Present	Action Needed	Action Taken
O1	Dis-colorization		Rofer/Manufacturer	
O2	Coating/Surfacing		Rofer/Manufacturer	
O3	Cracking		Rofer/Manufacturer	
O4	Wrinkles		Rofer/Manufacturer	
O5	Punctures		Rofer/Manufacturer	
O6	Walkways, Displaced		Rofer/Manufacturer	
O7	Walkways, Deteriorated		Rofer/Manufacturer	
O8	Walkways Needed		Rofer/Manufacturer	

### FIELD: SEAMS

Code	Item	Condition Present	Action Needed	Action Taken
P1	Open T-Joints		Rofer/Manufacturer	
P2	Fish Mouths		Rofer/Manufacturer	
P3	Ridges		Rofer/Manufacturer	
P4	Blisters		Rofer/Manufacturer	

### FIELD: ADHERED MEMBRANE

Code	Item	Condition Present	Action Needed	Action Taken
Q1	Unadhered Areas		Rofer/Manufacturer	
Q2	Blisters		Rofer/Manufacturer	
Q3	Loose Insulation		Rofer/Manufacturer	
Q4	Fasteners Backing Out		Rofer/Manufacturer	

### FIELD: MECHANICALLY FASTENED

Code	Item	Condition Present	Action Needed	Action Taken
R1	Loose Membrane		Rofer/Manufacturer	
R2	Loose Fasteners		Rofer/Manufacturer	
R3	Fasteners Backing Out		Rofer/Manufacturer	

### MISCELLANEOUS

Code	Item	Condition Present	Action Needed	Action Taken
S1	Antennas			
S2	Guy Wires			
S3	Exhaust Vents			
S4	Ice or Icicles		Rofer/Manufacturer	
S5	Oils Deposits		Rofer/Manufacturer	
S6	Surface Contamination		Rofer/Manufacturer	
S7	Soft Areas		Rofer/Manufacturer	
S8	Vandalism			
S9	Vegetation Growth			