



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

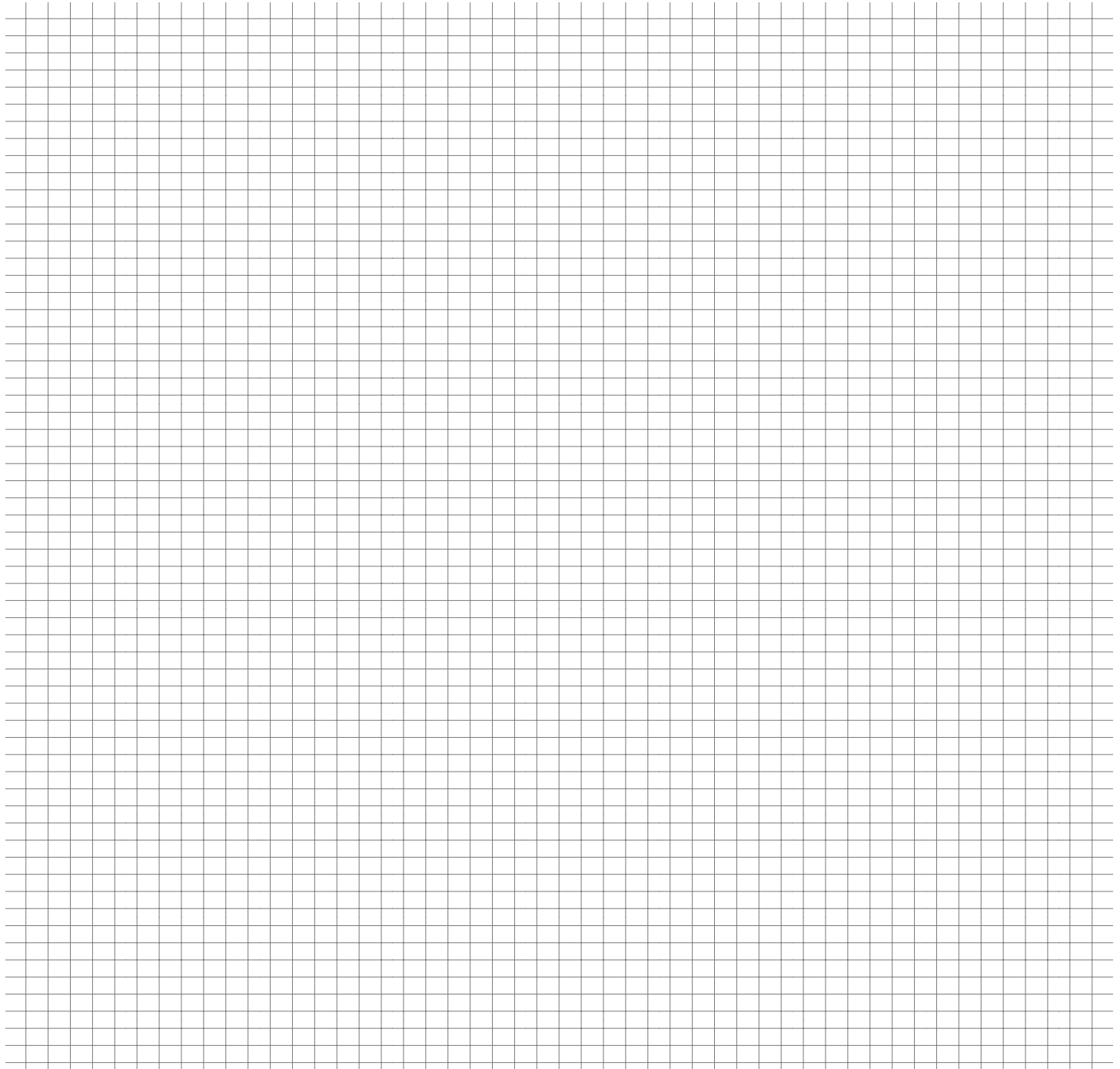
Installation Method: Fully Adhered Mechanically Attached

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		Rofer/Manufacturer	
K2	Loose Flashing		Rofer/Manufacturer	
K3	Draw Bands		Rofer/Manufacturer	
K4	Other		Rofer/Manufacturer	

PENETRATIONS: DRAINS

Code	Item	Condition Present	Action Needed	Action Taken
L1	Strainers/Clamping Ring		Rofer/Manufacturer	
L2	Clear of Debris		Rofer/Manufacturer	
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		Rofer/Manufacturer	
M5	Condensation		Rofer/Manufacturer	
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		Rofer/Manufacturer	
S2	Guy Wires		Rofer/Manufacturer	
S3	Exhaust Vents		Rofer/Manufacturer	
S4	Ice or Icicles		Rofer/Manufacturer	
S5	Oils Deposits		Rofer/Manufacturer	
S6	Surface Contamination		Rofer/Manufacturer	
S7	Soft Areas		Rofer/Manufacturer	
S8	Vandalism		Rofer/Manufacturer	
S9	Vegetation Growth		Rofer/Manufacturer	