



Providing Solutions that Work!

ROOF OWNER'S MAINTENANCE GUIDE

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The Importance of Periodic Roof Inspections

Roofing systems should be inspected at least twice a year (Spring and Fall) for damage or defects. Someone who understands the design and components of the roofing system should perform inspections.

The Spring inspection identifies any damage sustained over the Winter so repairs can be accomplished during the local roofing season. The Fall inspection will make sure the roof is ready for the upcoming Winter. Seasonal inspections are important for both warm and cold weather regions.

What to Look For: *A Maintenance Inspection Checklist accompanies this manual.*

Each inspection should follow a set routine for the examination of each visible component of the roof assembly and the identification of any areas requiring attention. Records of the inspection, inspector and findings should be kept for historical reference for the life of the roof system.

Pay particular attention to:

Gutters, Scuppers and Drains

- Leaves, dirt, etc. can block positive drainage
- Seals, seams and patches
- Screens and strainers

Rooftop Units and Penetrations

- Vents, hatches, stacks, skylights and HVAC equipment penetrations
- Condensation from HVAC units piped to drains rain caps on stacks
- Damage to the surrounding roof system caused by service to units

Surface Area of Roof

- Mechanical or physical damage caused by tools or heavy objects, hail, vandalism or excessive foot traffic
- Blisters or interlayer separation
- Excessive foot traffic

Flashings, Roof Edges, Terminations, Expansion and Control Joints

- Cracks or splits at roof terminations, including edge flashings and expansion joints
- Coping joints and metal flashings
- Check masonry walls for moisture penetration or deterioration

Defects

- Pinholes
- Erosion of coating
- Cracks and moisture penetration
- A non-destructive moisture detection device may be used to determine moisture content

Special Inspections

- Recommended following situations such as:
- Construction on or above the roof or adjacent areas
- Installation of new rooftop equipment
- Extreme weather conditions such as hail, high winds or unusually heavy snow load
- Fire, vandalism or other known damage to the roof or adjacent area
- Areas with excessive foot traffic

Prevent Damage

- Take these steps to prevent damage and prolong the roof life-cycle:
- Remove debris from the roof
- Do not use the roof as a storage area
- Vent exhaust or harmful chemicals away from the roof surface
- Pipe condensation from HVAC units to drains
- Minimize foot traffic or install walkways to reach essential equipment (check with IPP or your authorized applicator)
- Install blocking under utility lines

An inspection should also be carried out when maintenance, repair or re-roofing is anticipated. A follow-up inspection should be performed when this work is completed. Ensure any changes to the roofing system meet warranty requirements, report updates to IPP for warranty verification.

Know Your Roof System

Keep a historical record and roof system file available to all roof maintenance personnel. These records will be referenced when warranty work is considered. The file should include:

- Technical Data Sheets
- Safety Data Sheets
- Original Specifications and product details
- Warranty
- Contact information for IPP and your authorized IPP applicator
- Past roof inspection reports
- Record of repairs made; date, roof repair location, product used and repairs applied
- Pictures of roof problem and solution; before and after pictures
- This manual and checklists

When to Call an Authorized Applicator

Some repairs will require a licensed applicator's expertise. Consult warranty terms before performing any repairs to avoid negating the warranty. The warrantor must be notified prior to performing repairs to any problems covered by the warranty. Other situations that require a professional include:

- Large cracks or splits
- Significant leaks
- Renewal/recoating
- Removal of equipment, new installations and new penetrations to the roof deck

Conclusion

The service life of an IPP roof system can be greatly extended by proper maintenance and care. The building owner should:

- Limit and control roof access and minimize foot traffic
- Conduct regular inspections
- Conduct special inspections following extraordinary situations such as extreme weather, report leaks or damage immediately, perform routine maintenance
- Use IPP Authorized Applicators for major maintenance, new penetrations, and permanent repairs. Follow TDS and IPP instructions for roof maintenance if self-performing repairs

Paying attention to these areas will help to provide the building with a, sustainable, high performance, longer life expectancy, and lower life-cycle cost roof.

Service Agreements

Many Certified Licensed Applicators offer a maintenance or service contract. Service agreements generally cover periodic inspections and routine maintenance. Ensure products match the roofing system, only use authorized products and trained applicators.

A report is issued to the building owner following each inspection, including recommendations for immediate and future repairs. This report should become part of the roof system historical record.

Warranty

The warranty establishes and limits the responsibilities and liabilities of the building owner, manufacturer and contractor for a specified period of time. It is very important that building owners read and understand the terms and conditions of the warranty.

A manufacturer or contractor warranty can be voided for a variety of reasons. Please review the warranty documents provided for limitations