



The **RAY** Company, Inc.



COMMERCIAL - INDUSTRIAL

Since 1904

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ROOF REPAIRS AND MAINTENANCE

A systematic roof inspection and maintenance program is essential to the satisfactory long-term performance of any roof. Through such a program, potential problems can be found in their early stages or prevented altogether. The following information is intended as a guide to assist owners and property managers in achieving the maximum benefit from their roofing systems.

ROOF ACCESS

Many roof problems are caused by individuals who have no legitimate reason to be on the roof or who do not know or care about the proper precautionary measures required to protect the roof surface. We strongly recommend that access to the roof be limited to authorized personnel only and that all unnecessary foot traffic be strictly avoided. In addition, on larger building complexes we suggest that a sign similar to the following be posted at various appropriate locations across the roof:

" We log in all persons or working parties granted access to this roof. Make no roof alterations without prior written approval from the facility manager. Report any roof damage immediately. Failure to report damage will result in responsibility for consequential damages."

INSPECTION

A roof should preferably have a complete inspection semiannually in the spring and fall. It should also be inspected after any severe winds or storms and after any structural damage to the building.

During the process of inspections, the condition of all roof components listed below should be determined. Any defects found should be promptly corrected.

ROOF MEMBRANE AND FLASHING

All roofing and flashing surfaces should be carefully checked for any abnormal conditions such as:

- Any signs of stress, i.e. wrinkles, blisters, etc.
- Evidence of mechanical abuse, i.e., punctures, cuts, etc.
- Unusual wear due to excessive foot traffic.
- Evidence of damage caused by chemical attack or other adverse reaction to substances discharged

INSPECTION (CONTINUED)

METAL COMPONENTS AND ROOF ACCESSORIES

Gravel Stops	Pay careful attention to the metal including rust, wind deformation and joint integrity. Note any resulting stressed roof areas. Examine caulking at the exposed edge of the roof membrane to ensure that it has not shrunk and remains well adhered and resilient.
Counter Flashings	Determine the condition of the metal as noted above. For face-mounted counter flashing, the condition of the caulking and attachment must also be determined.
Vent Stacks	Carefully check metal for any deterioration. Ensure that caulking has not shrunk, is well adhered and remains resilient.
Drains	Examine all drains and scuppers to ensure they are open and are free of debris. Be sure that all drain Clamps are tight and in place.
Expansion Joint Covers	Check the assembly attachment and the condition of both the flexible and metal components (including joints).
Pitch Pans	Be sure that the pans are still full on an appropriate and active filler and that they do not hold water. Determine if the metal is still in good condition and the caulking is still functional as detailed above.
Walls	Because walls are a common source of water intrusion into a building, walls and wall copings should be examined to ensure that they remain in a watertight condition.
Rooftop Equipment	Ventilators, air conditioning units, ducts, skylights, etc. should be checked for any signs of deterioration which could lead to leaks and associated problems.

CLEANING THE ROOF

All roofs should be cleaned on a regular basis and be kept free of debris at all times including those periods between semiannual inspections.

Remove all leaves, branches, cans, bottles, rocks, soil and anything else which can plug drains or cause puncture damage to the roof. Again, check all drains and scuppers to be sure they are clean and open.

PROCEDURE FOR REPORTING LEAKS

Leaks should be reported to your roofing service contractor and corrected promptly even if the repairs are of a temporary nature. Your reliable roofing service contractor is better qualified to perform all duties required in your roof inspection and maintenance program.

In the event of a roof leak or if any exterior maintenance is required, contact your reliable roofing service contractor.

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