

**ROOF ALTERATIONS.** Do not install TV antennas or rooftop equipment or make roof penetration of any kind through a Siplast guaranteed roof without first contacting Siplast for approval of the method and materials to be used. The waterproofing of any work of this kind must be done by a Siplast approved roofing contractor according to Siplast recommendations.

**ROOF REPAIR PROCEDURE.** Any roof leak should be repaired immediately and properly reported. In case of emergency, temporary repairs may be made by maintenance personnel using readily available materials such as glass fabric and plastic roof cement. Where these materials are used, the affected area should be cleaned, dried, and coated with a layer of plastic cement. One ply of glass fabric should be embedded into the cement coating. A top coating of plastic cement should be applied over the fabric. Patches should extend 6 inches in each direction beyond the area to be repaired. Confine temporary repairs to the immediate vicinity of the leak – the larger the temporary repairs, the more costly the permanent repair is likely to be. All permanent repairs must be made by a Siplast approved roofing contractor.

Call the Siplast Technical Services Department at 1-800-922-8800 with any questions about repair and maintenance.

# Repair and Maintenance

*Siplast Guaranteed Roofs*



A member of the Icopal Group

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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 the owner in achieving the maximum benefit from a Siplast roofing system.

**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, that all working parties be logged in and out to establish responsibility for any mechanical abuse, and that all unnecessary foot traffic on the roof be strictly avoided. In addition, we suggest that a sign similar to the following be posted at appropriate locations across the roof:

"We log in all persons and 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 will result in responsibility for consequential damages."

**INSPECTION.** A roof should have a complete inspection semi-annually 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 inspection, the condition of all roof components listed below should be determined. Any defects found should be promptly corrected by your Siplast approved roofing contractor.

### **Roof Membrane and Base 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 on the roof.

### **Metal Components and Roof Accessories.**

Gravel Stops. Pay careful attention to the condition of 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. 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 of an appropriate and active filler and that they do not hold water. Determine whether 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 that could lead to leaks and associated problems.

**CLEANING THE ROOF.** A Siplast guaranteed roof should be cleaned on a regular basis and be kept free of debris at all times, including those periods between semi-annual inspections.

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

**PROCEDURES FOR REPORTING LEAKS.** As stated elsewhere, leaks should be corrected promptly even if the repairs are of a temporary nature. (See following paragraph on "Roof Repair Procedure.") It is important that all leaks through a Siplast guaranteed membrane be reported immediately to the original roofing contractor and to Siplast. When such notifications are made verbally, they should be confirmed in writing as soon as possible.

An inspection will be made either by the original roofing contractor or by Siplast to determine both the source of the problem and the responsibility for it.