

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. Your VFI Approved Applicator may provide this service.

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 cold and warm weather regions.

What to Look For: A Maintenance Inspection Checklist accompanies this manual. Use a separate form for each roof.

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. Pay particular attention to:

Gutters, Scuppers and Drains

- Leaves, dirt, etc. can block positive drainage
- Seals
- 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
- Seams in units
- 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

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

Special Inspections

Recommended following situations such as:

- Construction on or above the roof or adjacent areas
- Installation of new equipment on the roof
- 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

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.

Defects

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

Prevent Damage

Take these steps to prevent damage and safeguard the long life of your roofing system:

- 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 your Volatile Free Inc. or your Approved Applicator)

Know Your Roof System

Keep a historical record and roof system file available to all roof maintenance personnel. The file should include:

- Product Data Sheets
- Safety Data Sheets
- Original Specifications
- Warranty
- Contact information for Volatile Free, Inc. and your Approved Applicator
- Past roof inspection reports
- Record of repairs made
- This manual

When to Call an Approved Applicator

Some repairs will require an Approved 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

Conclusion

The service life of a roof systems can be greatly extended by proper maintenance and care. The building owner should:

- Limit and control roof access
- Conduct regular inspections
- Conduct special inspections following extraordinary situations such as extreme weather, report leaks or damage immediately, perform routine maintenance
- Use Volatile Free, Inc. Approved Applicators for major maintenance, new penetrations, and permanent repairs

Paying attention to these areas will help to provide the building with a sustainable, high performance, longer life expectancy and lower lifecycle cost roof. Repair materials compatible with the roofing system are available from Volatile Free, Inc.

Service Agreements

Many Approved Applicators offer a maintenance or service contract. Service agreements generally cover periodic inspections and routine maintenance. 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 the 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.

BI-ANNUAL MAINTENANCE INSPECTION CHECKLIST

Building: _____ Roof Section: _____
 Roofing System: _____ Warranty Term: _____
 Applicator: _____ Completion Date: _____
 Inspected By: _____ Inspection Date: _____

Were there changes, additions or new penetrations to the roof since last inspection? Yes No
 If yes, indicate on roof plan and describe _____

Is there any leakage? Yes No If yes, under what conditions? (Circle all that apply)
 Light Rain Heavy Rain Wind-driven rain Leaks continuously (indicate where leaks occurred on plan)

Were emergency or temporary repairs made? Yes No
 If yes, indicate on roof plan and describe _____

General Remarks: _____

Roof Sketch Symbols

Use the following symbols when preparing a roof sketch:

P>	Photographs	S#	Slit Number
O	Roof Drains	UC	Uncured Coatings
X	Mechanical Drainage	DT	Flashing or Edge Treatment Defect
TC	Thin Coating	OS	Overspray
CB	Coating Blister	CC	Coating Cracks
EX	Excessive Ponding	P	Pinholes

Comments: _____

	Problem		Observations	Problem	
	Yes	No		O/A*	Date
I. Roof Condition					
A. General					
Debris					
Walkways					
Substrate					
Contaminants					
Leaks					
B. Drainage					
Roof Drains					
Scuppers					
Gutters					
Downspouts					
Ponding					
C. Coating					
Bare Spots					
Blisters					
Adhesion					
Cracks					
Pinholes					
Mechanical Damage					
II. Membrane					
Blisters					
Cracks					
Mechanical Damage					
Bird Damage					
Storm Damage					
Soft & Spongy					
Wet					
III. Flashing					
Base Flashing					
Counter Flashing					
Coping					
GravelStop/Facia					
IV. Penetration					
Pipes					
A/C Units					
Vents Skylights					
Expansion Joints					
Ducts					
Walls					

*Indicate who performs repairs ("O" for owner or "A" for Applicator/Contractor)