

# *The Sika Sarnafil Roof Plan*

A Systematic Approach to Roof Maintenance



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A Systematic Approach to Roof Maintenance

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## Project and contact information

The section below can be filled out to identify the specific roof(s) this maintenance schedule is for. You can also identify your company's main contact person for maintaining the roof.

### Project Information

Building Name	
Address	
Year Installed	
Warranty # / ID	
Warranty Length	

### Contact Information

Name	
Phone	
Email	

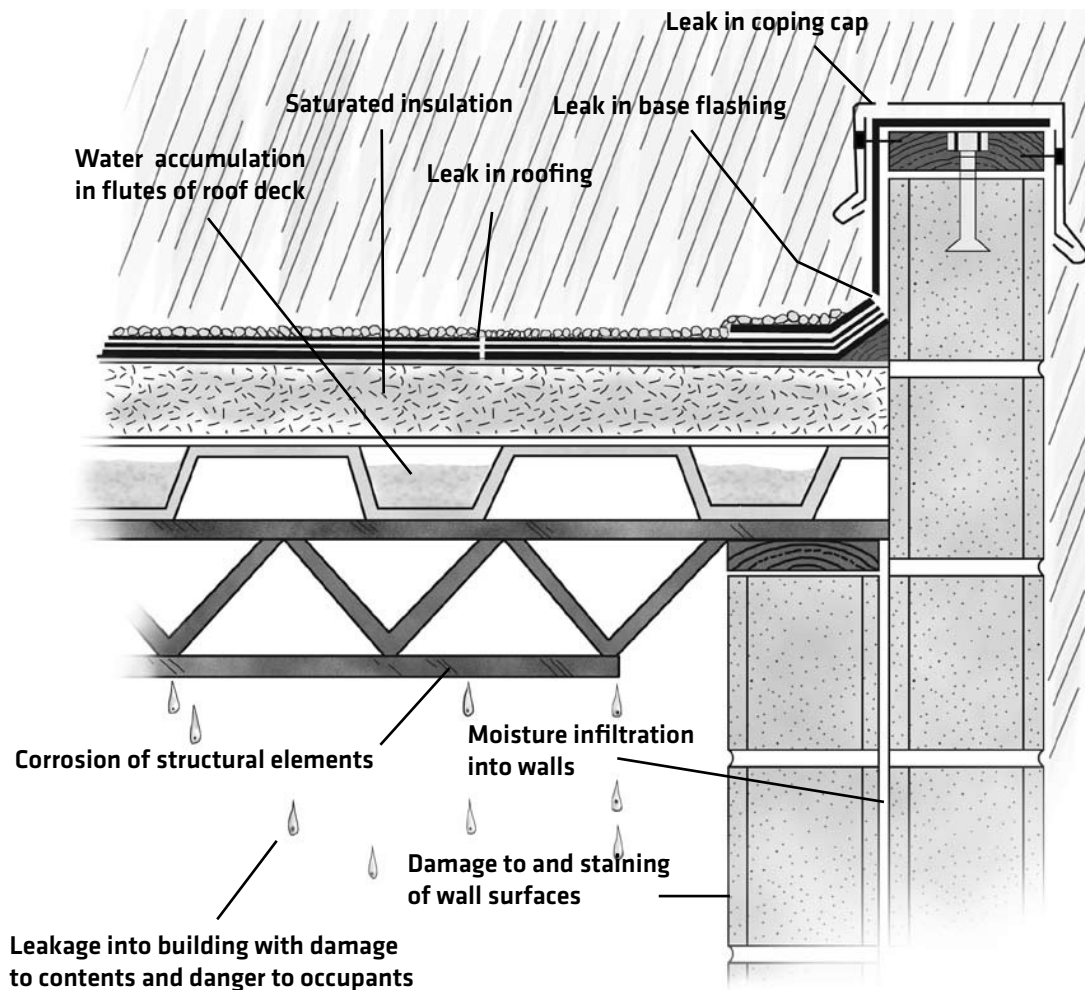


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## A leaky roof can cost you plenty in:

- Ruined merchandise
- Damaged equipment
- Lost production
- Deterioration of insulation, roof decks, even the building structure



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## **Introduction**

Welcome to Sika Sarnafil's Roof Plan. This document is designed to assist you in maintaining detailed records pertaining to your roof. Keeping this information organized and easily accessible is extremely important.

As you will see, the roof plan is a step-by-step guide starting with an initial roof walk. It also contains sections to assist you with budgeting, maintenance and repair, and planning and scheduling.

Because your roof may still be under warranty, make sure to check your warranty before performing any of the repairs yourself. Any repairs that are made without consulting the manufacturer or the roofing contractor that installed the roof can void the warranty.

Sika Sarnafil is committed to providing you with peace-of-mind when it comes to your roof. Sarnafil membrane roofing and waterproofing systems are widely recognized in independent tests for meeting the highest standards of quality, reliability, and watertight protection. Sarnafil membrane's record of proven performance is on display on buildings worldwide, in every climate. All told, we've manufactured almost 4 billion sq. ft of thermoplastic roofing and waterproofing membrane since 1964.

A Sika Sarnafil technical expert will be happy to accompany you on a roof walk to evaluate its condition - free of charge, whether or not you own a Sika Sarnafil roof. Simply fill out the business reply card in the front of this guide, check off the appropriate box, and mail it to us.

Thank you for your confidence in Sika Sarnafil. Feel free to call us if you have any questions at 800-576-2358.

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## **Step by Step - Binder Usage**

### **Step 1**

Complete Section A: Roof Inventory

### **Step 2**

Complete Section B (in order)

1. Semiannual Roofing Maintenance Checklist
2. Roof Inspection Report

### **Step 3**

Complete Section C: Maintenance Plan Summary

### **Step 4**

Complete Section D: Roofing Master Schedule

### **Step 5**

Complete Section E: Maintenance/Repair Completion Report

# *The Sika Sarnafil Roof Plan*

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The Sika Sarnafil Roof Plan starts with a complete listing of Roof Inventory (Section A).

## **The Roof Inventory List:**

- Roof Area
  - Location
  - Type
  - Square Footage
  - Date Installed
- 



## A | Roof Inventory

Roof Area	Location	Type	Sq. Ft.	Date Installed





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To assist you in maintaining detailed records of each roof, the Sika Sarnafil Roof Plan includes Detailed Property Information (Section B)

This section contains the following documents:

1. Semiannual Roofing Maintenance Checklist
2. Inspection Reports
3. Maintenance/Repair Completion Reports



## B | Roof Inspection Checklist

### Semiannual Roofing Maintenance Inspection Checklist

Building Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Inspector \_\_\_\_\_

Location	Type	Sq. Footage
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Item	Condition			Location	Action	Date
	OK	Problem				
		Minor	Major			
<b>I. REGULAR MAINTENANCE ITEMS</b>						
A. Pitch pans						
B. Caulking						
<b>II. CONDITION OF STRUCTURE</b> (Observe from both interior and exterior of building)						
A. Walls						
1. Movement						
2. Settling						
3. Water Staining						
4. Open mortar joints						
5. Poor laps in siding						
6. Spalling						
7. Efflorescence						
B. Roof Deck						
1. Rusting						
2. Spalling						
3. Cracking						
4. Buckling						
5. Open joints						
6. Additional equipment						
7. New penetrations						
C. Building Usage	Record any changes. (include interior temperature, relative humidity, chemical processing, machine vibration, etc.)					
D. Summary and General Evaluation	<input type="checkbox"/> There are no observable problems <input type="checkbox"/> The following conditions could present problems <input type="checkbox"/> The following conditions require immediate attention					
<b>III. CONDITION OF ROOFING</b>						
A. General Appearance						
1. Discoloration						
2. Cracking						
3. Ponding water						
4. Debris						
5. Physical damage						
6. Punctures						

Item	Condition			Location	Action	Date
	OK	Problem				
		Minor	Major			
B. Seams						
1. Open joints						
2. Fishmouths						
3. Ridges						
C. Fully Adhered Membranes						
1. Unadhered areas						
2. Insulation fasteners backing out						
3. Other (describe)						
D. Mechanically Fastened Membranes						
1. Loose fasteners						
2. Fasteners backing out						
3. Other (describe)						
E. Ballasted Membrane						
1. Displacement of stone						
2. Other (describe)						
IV. CONDITION OF FLASHING						
A. Base Flashing						
1. Deterioration						
2. Punctures						
3. Attachment						
4. Ridging/Sagging/Wrinkling						
5. Other (describe)						
B. Counterflashing						
1. Punctures						
2. Attachment						
3. Rusting						
4. Other (describe)						
C. Coping						
1. Open fractures						
2. Punctures						
3. Attachment						
4. Drainage						
5. Other (describe)						
D. Walls						
1. Mortar joints						
2. Spalling						
3. Movement cracks						
4. Other (describe)						
V. MISCELLANEOUS						
A. Expansion Joint Covers						
B. Walkways						
C. Penetrations						
D. Drains						
E. Other (describe)						



# B | Inspection Report #1

Date: \_\_/\_\_/\_\_

Completed By \_\_\_\_\_

Roof Location

Date Installed

Roof Type

Sq. Footage

Roof Condition

Good

Questionable

Poor

Comments \_\_\_\_\_

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# B | Inspection Report #2

Date: \_\_/\_\_/\_\_

Completed By \_\_\_\_\_

Roof Location		
Date Installed	Roof Type	Sq. Footage
Roof Condition <input type="checkbox"/> Good <input type="checkbox"/> Questionable <input type="checkbox"/> Poor		

Comments \_\_\_\_\_

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Recommendations \_\_\_\_\_

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# B | Inspection Report #3

Date: \_\_/\_\_/\_\_

Completed By \_\_\_\_\_

Roof Location		
Date Installed	Roof Type	Sq. Footage
Roof Condition <input type="checkbox"/> Good <input type="checkbox"/> Questionable <input type="checkbox"/> Poor		

Comments \_\_\_\_\_

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Recommendations \_\_\_\_\_

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# B | Inspection Report #4

Date: \_\_/\_\_/\_\_

Completed By \_\_\_\_\_

Roof Location		
Date Installed	Roof Type	Sq. Footage
Roof Condition <input type="checkbox"/> Good <input type="checkbox"/> Questionable <input type="checkbox"/> Poor		

Comments \_\_\_\_\_

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Recommendations \_\_\_\_\_

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# B | Inspection Report #5

Date: \_\_/\_\_/\_\_

Completed By \_\_\_\_\_

Roof Location		
Date Installed	Roof Type	Sq. Footage
Roof Condition <input type="checkbox"/> Good <input type="checkbox"/> Questionable <input type="checkbox"/> Poor		

Comments \_\_\_\_\_

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Recommendations \_\_\_\_\_

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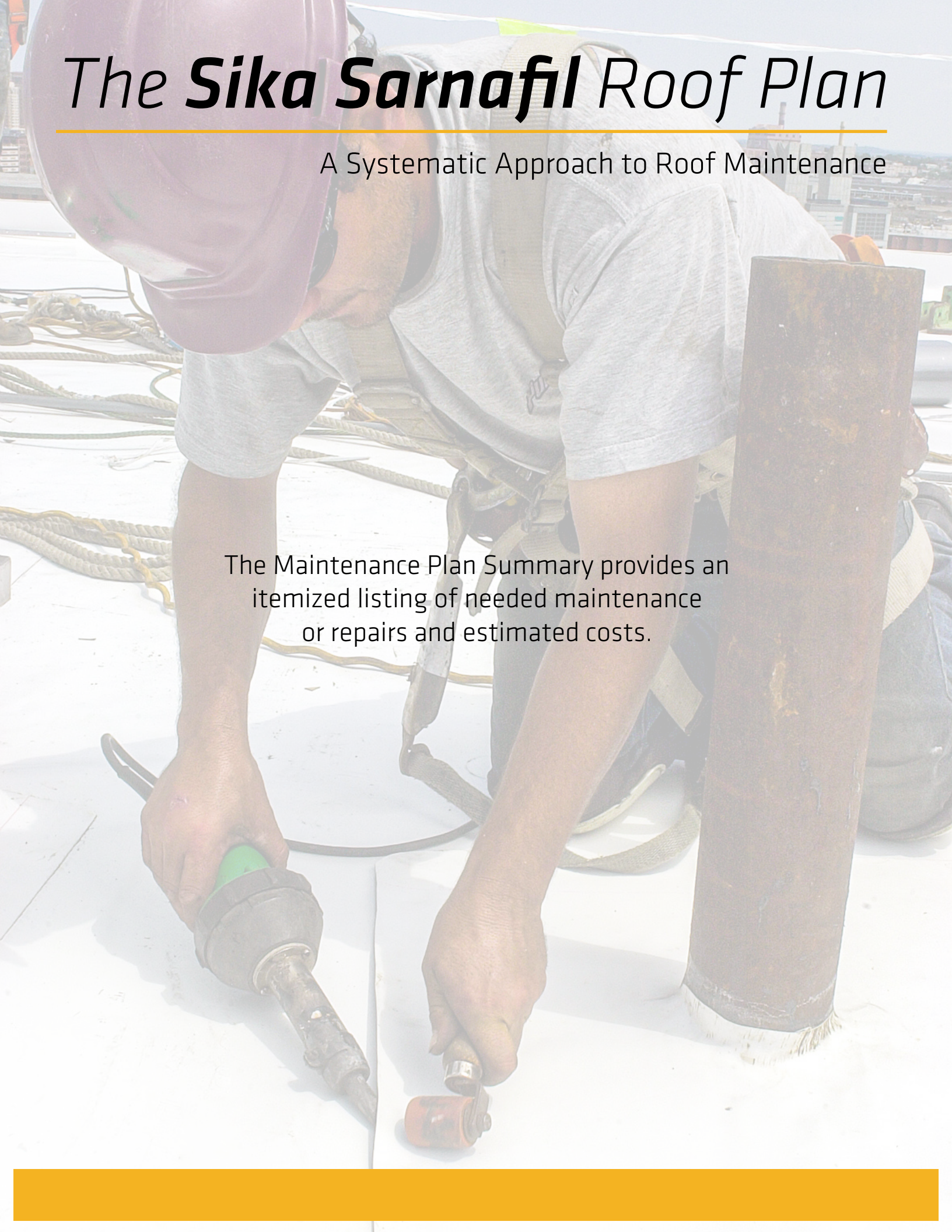


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The Maintenance Plan Summary provides an itemized listing of needed maintenance or repairs and estimated costs.





# C | Maintenance Plan Summary

Date: \_\_/\_\_/\_\_

Item \_\_\_\_\_ Scope \_\_\_\_\_  
 Building \_\_\_\_\_  
 Estimated Cost \_\_\_\_\_  
 \$ \_\_\_\_\_ Required By (Estimated Action Date) \_\_\_\_\_

Item \_\_\_\_\_ Scope \_\_\_\_\_  
 Building \_\_\_\_\_  
 Estimated Cost \_\_\_\_\_  
 \$ \_\_\_\_\_ Required By (Estimated Action Date) \_\_\_\_\_

Item \_\_\_\_\_ Scope \_\_\_\_\_  
 Building \_\_\_\_\_  
 Estimated Cost \_\_\_\_\_  
 \$ \_\_\_\_\_ Required By (Estimated Action Date) \_\_\_\_\_

Item \_\_\_\_\_ Scope \_\_\_\_\_  
 Building \_\_\_\_\_  
 Estimated Cost \_\_\_\_\_  
 \$ \_\_\_\_\_ Required By (Estimated Action Date) \_\_\_\_\_

Item \_\_\_\_\_ Scope \_\_\_\_\_  
 Building \_\_\_\_\_  
 Estimated Cost \_\_\_\_\_  
 \$ \_\_\_\_\_ Required By (Estimated Action Date) \_\_\_\_\_

Estimated Cost	Approved Items	Building	Action Date	Assigned To
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____				<b>Total</b>





# C | Maintenance Plan Summary

Date: \_\_/\_\_/\_\_

Item \_\_\_\_\_ Scope \_\_\_\_\_  
 Building \_\_\_\_\_  
 Estimated Cost \_\_\_\_\_  
 \$ \_\_\_\_\_ Required By (Estimated Action Date) \_\_\_\_\_

Item \_\_\_\_\_ Scope \_\_\_\_\_  
 Building \_\_\_\_\_  
 Estimated Cost \_\_\_\_\_  
 \$ \_\_\_\_\_ Required By (Estimated Action Date) \_\_\_\_\_

Item \_\_\_\_\_ Scope \_\_\_\_\_  
 Building \_\_\_\_\_  
 Estimated Cost \_\_\_\_\_  
 \$ \_\_\_\_\_ Required By (Estimated Action Date) \_\_\_\_\_

Item \_\_\_\_\_ Scope \_\_\_\_\_  
 Building \_\_\_\_\_  
 Estimated Cost \_\_\_\_\_  
 \$ \_\_\_\_\_ Required By (Estimated Action Date) \_\_\_\_\_

Item \_\_\_\_\_ Scope \_\_\_\_\_  
 Building \_\_\_\_\_  
 Estimated Cost \_\_\_\_\_  
 \$ \_\_\_\_\_ Required By (Estimated Action Date) \_\_\_\_\_

Estimated Cost	Approved Items	Building	Action Date	Assigned To
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____
\$ _____				<b>Total</b>

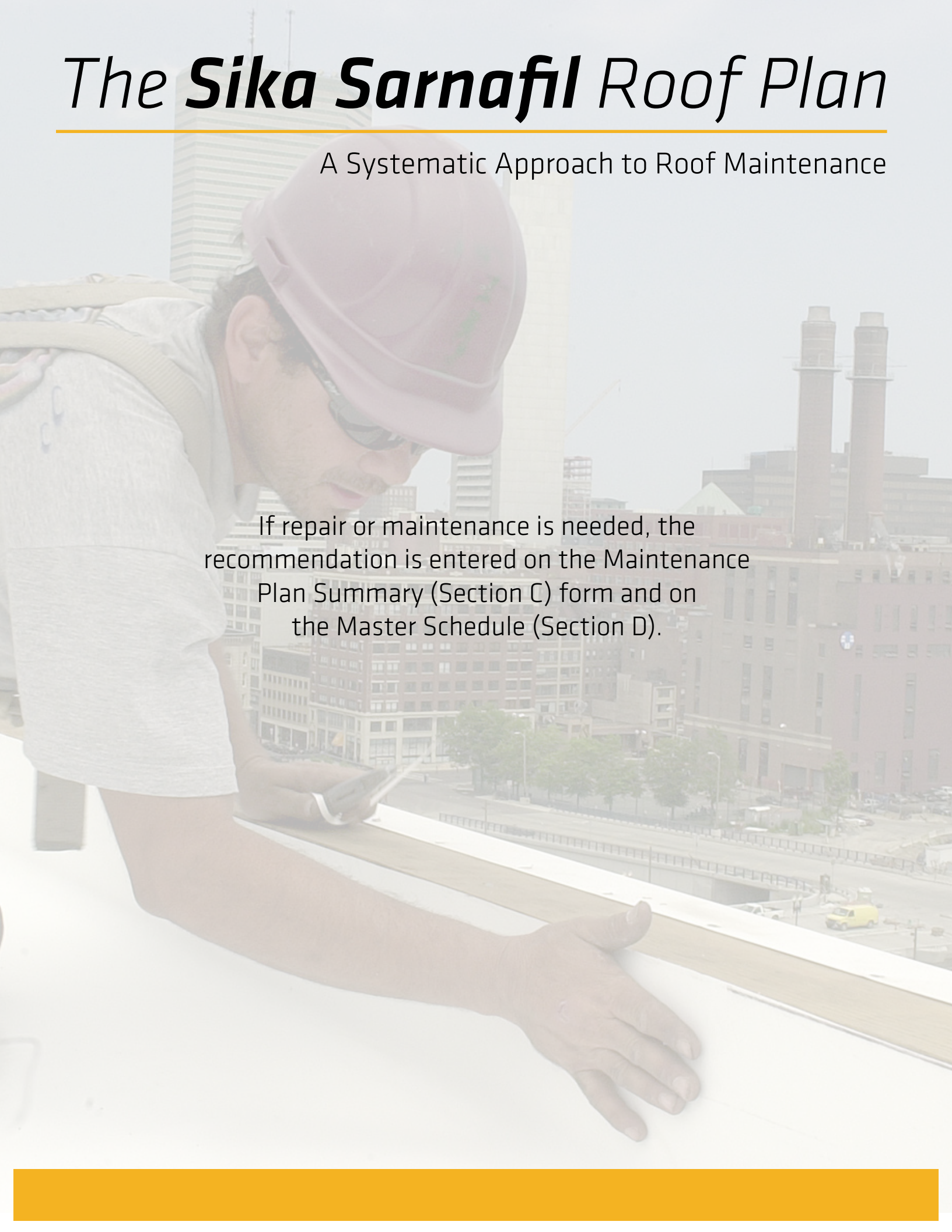




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If repair or maintenance is needed, the recommendation is entered on the Maintenance Plan Summary (Section C) form and on the Master Schedule (Section D).





## D | Roofing Master Schedule

Action

I = Inspection PM = Preventive Maintenance

R = Repair RR = Reroofing

Month	Year:		Year:		Year:		Year:	
	Roof	Act.	Roof	Act.	Roof	Act.	Roof	Act.
January								
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								





**E | Maintenance/Repair  
Completion Report #1**

Roof Location		
Date Installed	Roof Type	Sq. Footage
Roof Condition <input type="checkbox"/> Good <input type="checkbox"/> Questionable <input type="checkbox"/> Poor		

Work Performed \_\_\_\_\_  
\_\_\_\_\_  
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Contractor \_\_\_\_\_  
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Comments \_\_\_\_\_  
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# E | Maintenance/Repair Completion Report #2

Roof Location		
Date Installed	Roof Type	Sq. Footage
Roof Condition <input type="checkbox"/> Good <input type="checkbox"/> Questionable <input type="checkbox"/> Poor		

Work Performed \_\_\_\_\_  
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Contractor \_\_\_\_\_  
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Comments \_\_\_\_\_  
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**E | Maintenance/Repair  
Completion Report #3**

Roof Location		
Date Installed	Roof Type	Sq. Footage
Roof Condition <input type="checkbox"/> Good <input type="checkbox"/> Questionable <input type="checkbox"/> Poor		

Work Performed \_\_\_\_\_  
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Contractor \_\_\_\_\_  
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Comments \_\_\_\_\_  
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**E | Maintenance/Repair  
Completion Report #4**

Roof Location		
Date Installed	Roof Type	Sq. Footage
Roof Condition <input type="checkbox"/> Good <input type="checkbox"/> Questionable <input type="checkbox"/> Poor		

Work Performed \_\_\_\_\_  
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Contractor \_\_\_\_\_  
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Comments \_\_\_\_\_  
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E | Maintenance/Repair  
Completion Report #5

Roof Location		
Date Installed	Roof Type	Sq. Footage
Roof Condition <input type="checkbox"/> Good <input type="checkbox"/> Questionable <input type="checkbox"/> Poor		

Work Performed \_\_\_\_\_

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Contractor \_\_\_\_\_

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Comments \_\_\_\_\_

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