A Systematic Approach to Roof Maintenance







A Systematic Approach to Roof Maintenance

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A Systematic Approach to Roof Maintenance

Project and contact information

Project Information

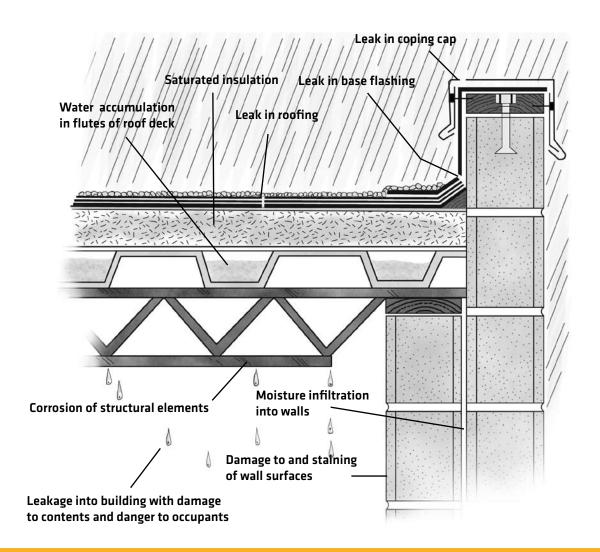
The section below can be filled out to identify the specific roof(s) this maintenance schedule is for. You can also identify your company's main contact person for maintaining the roof.

•	
Building Name	
Address	
Year Installed	
Warranty # / ID	
Warranty Length	
Contact Info	rmation
Name	
Phone	
Email	

A Systematic Approach to Roof Maintenance

A leaky roof can cost you plenty in:

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



A Systematic Approach to Roof Maintenance

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.

A Systematic Approach to Roof Maintenance

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

A Systematic Approach to Roof Maintenance

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





Roof Area	Location	Туре	Sq. Ft.	Date Installed

A Systematic Approach to Roof Maintenance

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	Date		
Address				Inspector _		
Location		Ty	/ре		Sq. Footage	
Item	Co	nditi	on	Location	Action	Date
	ок	Prob	olem			
	- · · ·	Minor	Major			
I. REGULAR MAINTENANCE ITEMS						
A. Pitch pans						
B. Caulking						
II. CONDITION OF STRUCTURE						
(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 pr	ocess	ing, m	nachine	e vibration, etc.)		
D. Summary and General Evaluation						
☐ There are no observable problems						
$\hfill \square$ The following conditions could present proble	ems					
$\hfill \square$ The following conditions require immediate a	ttent	ion				
III. CONDITION OF ROOFING						
A. General Appearance						
1. Discoloration						
2. Cracking						
3. Ponding water						
4. Debris						
5. Physical damage						
6. Punctures						

B. Seams	Item	Co	Condition		Location	Action	Date
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. Other (describe) 5. Other (describe) C. Coping 1. Open fractures 2. Punctures 3. Attachment 4. Other (describe) 5. Other (describe) C. Coping 1. Open fractures 2. Punctures 3. Attachment 4. Other (describe) 5. Other (describe) C. Coping 1. Open fractures 2. Punctures 3. Attachment 4. Order (describe) 5. Other (describe) C. Spalling 3. Attachment 4. Drainage 5. Other (describe) C. Spalling 3. Attachment 4. Order (describe) C. Walls 1. Mortar joints 2. Spalling 3. Movement cracks 4. Other (describe) V. Miscellaneous A. Expansion Joint Covers B. Walkways C. Penetrations D. Drains		ОК					
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A. Expansion Joint Covers B. Walkways C. Penetrations D. Drains							
B. Walkways C. Penetrations D. Drains							
C. Penetrations D. Drains							
D. Drains							
				1		ı	ı



Date: __/__/ ___ Completed By ______

Roof Type	Sq. Footage
□ Questionable	□ Poor



Date: __/__/ ___ Completed By ______

Roof Location		
Date Installed	Roof Type	Sq. Footage
Roof Condition		
□ Good	□ Questionable	□ Poor
Comments		
Recommendations		



Date: __/___
Completed By _____

Roof Location		
Date Installed	Roof Type	Sq. Footage
Roof Condition		
□ Good	□ Questionable	□ Poor
Comments		
Recommendations		



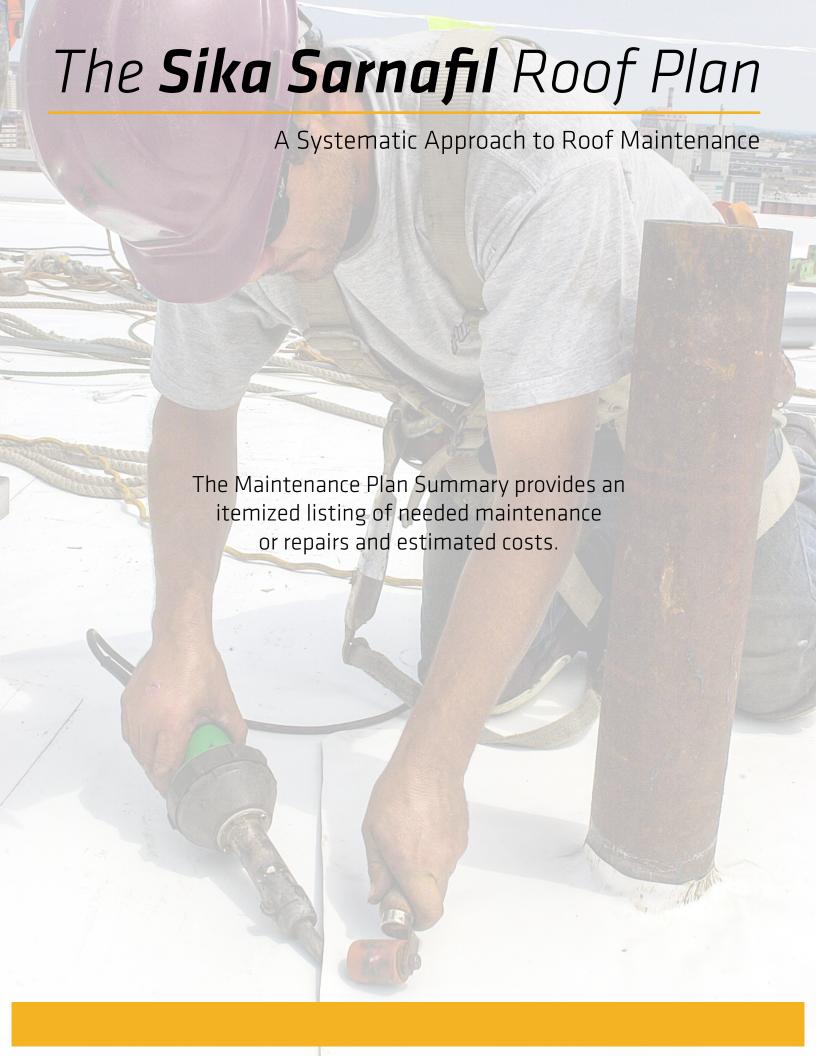
Date: __/__/ ___ Completed By ______

Roof Type	Sq. Footage
□ Questionable	□ Poor



Date: __/__/ ___ Completed By ______

Roof Location		
Date Installed	Roof Type	Sq. Footage
Roof Condition	'	L
□ Good	□ Questionable	□ Poor
Comments		
Recommendations		
	-	





C | Maintenance Plan Summary

Date: __/__/___

ItemBuilding				
Estimated Cost				
\$	Required By (E	stimated Action Da	nte)	
Item	Scope			
Building Estimated Cost				
\$	Required By (E	stimated Action Da	nte)	
Item	Scope			
Building Estimated Cost				
\$	Required By (Es	stimated Action Da	ite)	
Item	Scope			
Building Estimated Cost				
\$		stimated Action Da		
Item	Scope			
Building Estimated Cost				
\$	Required By (E	stimated Action Da	ate)	
Estimated Cost	Approved Items	Building	Action Date	Assigned To
\$				
\$			-	
\$				
\$				
\$				
\$				
\$				Total



C | Maintenance Plan Summary

Date: __/__/___

ItemBuilding				
Estimated Cost				
\$	Required By (E	stimated Action Da	nte)	
Item	Scope			
Building Estimated Cost				
\$	Required By (E	stimated Action Da	nte)	
Item	Scope			
Building Estimated Cost				
\$	Required By (Es	stimated Action Da	ite)	
Item	Scope			
Building Estimated Cost				
\$		stimated Action Da		
Item	Scope			
Building Estimated Cost				
\$	Required By (E	stimated Action Da	ate)	
Estimated Cost	Approved Items	Building	Action Date	Assigned To
\$				
\$			-	
\$			-	
\$				
\$				
\$				
\$				Total

A Systematic Approach to Roof Maintenance

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

<u>Action</u>

I = Inspection PM = Preventive Maintenance

R = Repair RR = Reroofing

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



Roof Location		
Date Installed	Roof Type	Sq. Footage
Roof Condition		
□ Good □ Qu	estionable	□ Poor
Work Performed		
Contractor		
Comments		



Roof Location		
Date Installed	Roof Type	Sq. Footage
Roof Condition		
□ Good □ Qu	estionable	□ Poor
Work Performed		
Contractor		
Comments		



Roof Location		
Date Installed	Roof Type	Sq. Footage
Roof Condition		
□ Good □ Qu	estionable	□ Poor
Work Performed		
Contractor		
Comments		



Roof Location			
Date Installed	Roof Type	Sq. Footage	
Roof Condition			
	estionable	□ Poor	
W. I. D. 6			
Work Performed			
Contractor			
Comments			



Roof Location		
Date Installed	Roof Type	Sq. Footage
Roof Condition		
□ Good □ Que	estionable	□ Poor
Mark Darfarra d		
Work Performed		
Combination		
Contractor		
Comments		