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Roof Maintenance Recommendations

All roofs, no matter what their composition is, need periodic inspections to insure that they have not been damaged by accident or weather. The following industry accepted guidelines should be implemented to protect and maintain a roof for its maximum life and trouble-free durability.

- 1) Restrict roof traffic to a minimum, keep a log of everyone going on the roof. Inform necessary trades requiring access to be very careful to protect the roof membrane from falling objects or solvent spills. Have a responsible person check the roof area when others have been working on the roof. Keeping records of rooftop activity can be an invaluable aid in finding leaks at later dates and historical records will help determine the leak history for future repairs and replacements.
 - 2) Do not allow materials or equipment to be stored on the roof.
 - 3) When equipment or materials must be transported over the roof, protect the affected area with plywood runways.
 - 4) If roof membrane was surfaced with a reflective coating, a periodic re-coating will protect the membrane and reduce energy cost.
 - 5) Provide a roof inspection at least twice a year. The more often a roof is inspected, the more likely that any problems will be discovered before they cause extensive damage. Some roofs will inherently require inspections more often to insure that drains, scuppers and gutters are kept clear and open for maximum drainage. Additional inspections should be made after any major storms or when other conditions may have allowed the roof to be affected. Discuss the possibility of an inspection and maintenance program with your roofing contractor or general contractor.
- Other items to check for damage or necessary maintenance are as follows:
- a. Roof penetrations: Pitch pans need to be kept full and should have protective rain collars. Use only durable filler products compatible with the original filler.
 - b. Metal flashing joints will require periodic replacement of sealant and fasteners may need replacement or tightening. Joints at gravel guards and fascias built into the roof membrane are a particularly troublesome detail which generally need periodic maintenance.

Metal and tile copings and fascias are often prone to wind damage which can cause leaks.
 - c. Reglets along walls, parapets or equipment will need periodic replacement of sealant and fasteners may need replacement or tightening.
 - d. Roof drain clamp rings may need periodic tightening.
 - e. Base flashing may come loose from fastenings at top and corners and need repair. At parapets and some walls, base flashings are generally subject to differential movement which causes diagonal wrinkling and in turn can cause damage to the base flashing.
 - f. Termination bars or compression fittings must be kept securely fastened and any associated sealants must be kept in

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good condition.

g. All roof membrane seams should be inspected for open seams, fishmouths, wrinkles, etc.

h. All roof areas should be inspected for blisters, splits, loose areas, ponding water, and debris accumulation.

i. Expansion joints and control joints should be inspected for open joints, splits and loose fastenings.

6) Roofs that are under warranty by either a specific contractor or manufacturer should not be repaired or altered by another contractor without express permission from that contractor and only a manufacturer's authorized or approved contractor should perform work on roofs covered by manufacturer's warranties. Otherwise, a warranty may be voided.

7) When roofs are to be altered by the addition

of any rooftop equipment or penetrations the original installer and/or membrane manufacturer should be consulted first to insure that only the proper materials are used for compatibility. Complete information regarding the alterations or repairs should be kept on file and provided to the manufacturer of record.

8) Any apparent damage to the roof should be reported whether or not any leaks have been noticed. Repairs should be made promptly.

As a reminder, all additions of equipment, deck penetrations or any change requiring cutting through the BITEC membrane and any change which may alter the proper drainage of the roof must have prior approval of BITEC, INC. and the work must be completed by a BITEC Authorized Roofing Contractor to maintain the validity of the Warranty.