



Manufacturer of High-Performance Polymers

ROOF OWNER MAINTENANCE GUIDE

It is essential to have your roof inspected twice a year, especially if you are concerned about age, stability, or condition. Regular inspections and proper maintenance ensure that your roof is in optimal working condition, your warranty is still in full effect, and you detect issues before they turn into extensive, costly repairs. Problems with your roofing system that typically require repair occur from neglect, abuse, contamination, or accidents.

The best time to have roof inspections and maintenance performed is at the beginning of **spring** or **fall**. Weather conditions are milder, so it is easier to make needed repairs and prepare your roof for winter. You should also have your roof inspected after extreme weather events involving hail, high winds, heavy snow, etc., when there is increased foot traffic from servicing equipment or new installations, or when known damage occurs from fire or vandalism. Seasonal inspections ensure your roof is watertight, leak free and ready for all conditions no matter what climate you live in. A qualified contractor understands all elements of roofing systems, making them the best person to perform the inspection.

Inspection

When performing an inspection, use the provided **VFI Inspection Checklist**. Examine all visible components of the roof system to identify any problem areas. The biggest problem areas include:

- **Gutters, scuppers, and drains:** All systems should be clean and free of debris (leaves, rocks, dirt, etc.), so water drains properly off the roof to avoid ponding water. Ponding water increases problems for all roofing systems, which is why your roof should be designed with an effective drainage system. Also check seals, screens, and strainers for damage or obstructions.
- **Rooftop units and penetrations:** Check the seals and edges around vents, hatches, stacks, skylights, and other equipment for penetrations. There could be damage to the surrounding roof system from servicing equipment.
- **Surface area of roof:** Inspect for mechanical or physical damage caused by heavy objects, hail, vandalism, or excessive foot traffic. If there is regular foot traffic, have walkways installed.
- **Roof terminations:** Check for cracks, splits, rust, detachment, or deterioration at roof terminations (includes edge and metal flashing and coping and expansion joints). Check masonry walls for moisture penetration or deterioration.
- **Defects:** Look for pinholes, erosion of coating, cracks, and moisture penetration. To detect the amount of moisture, a non-destructive moisture meter can be used.

If repairs are needed, follow up with another inspection after they are completed.

⚠ CAUTION: Use proper safety measures when walking on the roof as the surface can be slippery.

How to Prevent Roof System Damage

1. Do not use the roof as a storage space and limit foot traffic.
2. Control who has access to the roof and require workers to use marked walkways.
3. Perform regular inspections and maintenance.
4. Clear the roof of all debris.
5. Vent exhaust or harmful chemicals away from the roof surface.



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6. Pipe condensation from rooftop equipment to drainage system.
7. Hire a qualified contractor for major maintenance, penetrations, and repairs.

Keep Roofing Records

Maintain a record of all documents relating to the roof such as agreements, previous inspection reports, repair and maintenance bills, etc. Keep a log and track maintenance/inspection events every time they occur. During inspection or maintenance, it is best to have a qualified contractor document your roof's conditions with photos and an explanation of work completed. Your roofing file should also include:

- Technical Data Sheets
- Safety Data Sheets
- Warranty information
- Original specifications
- Contact info for VFI and a qualified contractor
- Roof inspection & repair reports
- This Roof Owner Maintenance Guide

When to Call a Qualified Contractor

Repairs will require the expertise of a qualified contractor. To ensure warranty coverage, consult the terms of the warranty before performing physical alterations or repairs, and notify your warrantor. After speaking with your warrantor, contact a qualified contractor to repair large cracks or splits, significant leaks, or to renew/recoat your roof.

Maintenance and Inspection Programs

Qualified contractors typically offer maintenance and service programs to cover biannual inspections and routine maintenance. While it is not required for you to start a maintenance program, it is recommended. Neglecting a roof can make damages worse and repairs more costly. After inspection, a report will be issued to the building owner with recommendations for immediate and future repairs. This report should be stored in your roof system records.

Roof System Warranty

VFI offers warranties that cover both Limited Product Warranties (material only) and Limited Full System Warranties (material or material & labor). The warranty establishes and limits the responsibilities and liabilities of the building owner, manufacturer, and contractor for a specific period (10 and 15 years). The building owner should read and understand the warranty terms and conditions. A manufacturer or contractor warranty may be voided for a variety of reasons. For limitations, please review the warranty documents.

Note: Inspection & repair costs outside the scope of the warranty are the owner's responsibility.

Conclusion

Paying attention to your roof and its problem areas will greatly extend your roof's life. Through proper inspection, maintenance, and repair, you can expect a sustainable, high performing, affordable roofing system.