

## MAINTENANCE CHECKLIST

Below is a checklist of things to look for while on your roof. Use this as a guideline for semi-annual maintenance and maintain the records to help ensure the integrity of your roofing system.

Building Exterior	General Condition	Inspect all areas for signs of leaks and/or deterioration
	Walls & roof Edge - Coping Caps or Gravel Stop/Gutter	A Coping is a covering for the top of a wall that is exposed to weather. It is usually sloped to shed water to the roof. Inspect for deterioration, missing mortar and stains in walls indicating possible leaks. Check for cracking, splits and mortar integrity. Replace any damaged, loose or cracked areas. Caulk joints if necessary.
	Fascia	Inspect all surfaces for signs of leaks and/or deterioration
Building Interior	General Condition	Inspect all areas for signs of leaks and/or deterioration
	Walls	Inspect all surfaces for signs of leaks and/or deterioration
	Underside of Deck	Inspect for stains, discoloration, spalled or rusted surfaces
	Ceilings	Inspect for evidence of staining.
Field Of Roof	General Condition	Remove any debris such as leaves, small branches, dirt or rocks that have accumulated.
	Surfacing	Minimize the amount of foot traffic on the roof whenever possible. Place walkway pads at roof entry areas and at rooftop equipment access panels.
	Laps	Inspect the condition of membrane laps, if applicable.
Drainage System	General Condition	Water should flow freely, unobstructed from the roof.
	Gutters Scuppers Downspouts Drains	Remove any debris from inside and the surrounding areas. Make sure strainers and clamping rings are secure.
	General Condition	Inspect attachment to make sure it remains watertight. All metal work must be caulked and watertight.
Perimeter Flashings	Base Flashing	Inspect for adequate fastening at the top of the flashing. Check attachment to the substrate. Inspect vertical flashing end laps and horizontal laps at membrane.
	Counterflashing	Ensure that the counterflashing is well secured. Periodically remove and replace caulking to ensure watertight conditions. Only use commercial grade caulk suitable for rooftop application.
	General Condition	All roof penetrations are prone to leaks. All units should be installed using compatible roof materials and should be properly flashed.
Roof Top Units	HVAC	Check condensation lines for positive drainage and ensure they are flowing freely to roof drains. Condensation lines should rest on wood blocks or rubber supports and never directly on the roof surface. Ensure equipment is in good condition and working properly. Install protection/Walk pads around perimeter of any equipment that requires periodic maintenance.
	Equipment Supports, Satellite Dishes, Signs, Antennas, etc.	Properly support all heavy equipment on vertical curbs. All vertical curbs should be properly flashed and covered with a metal cap. Use protection/walk pads below all lightweight horizontal wood equipment supports.
	Lightning Protection	Should not penetrate the roof surface. Ensure there are no overly loose or dangling cables.
	Equipment Flashing	Ensure equipment base flashing are secure, watertight, and counter flashed
	General Condition	Do not allow exhaust fats, petroleum or other chemicals or contaminants directly onto the roof.
Penetrations	Pipes and Vents Penetration Pan/Pitch Pocket	Inspect the lap at membrane and vertical lap. Ensure that the top to the flashing is secured and caulked properly. An enclosure made of sheet metal, rubber or other material used to flash penetrations through a roof system. Often a source of leaks. Must be topped-off annually with compatible sealer.
	Expansion Joints	A structural separation between two building elements that allows free movement between the elements without damage to the building or roofing system. check for excessive movement or deterioration. check all end laps and repair or replace lap splice as necessary.

Secure your property and investment through the Bay County Roof Maintenance Program and we'll handle the maintenance checks for you!

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