

Certified Maintenance Professional (CMP)
Roof Maintenance Program Checklist

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Roof Maintenance Program Checklist

- Inspect building exterior for visual evidence of roof leaks; document and report observations.** (Including but not limited to: Check for leaks-staining, and missing mortar along exterior walls. Examine traffic patterns. Check metal work and parapets.)

- Inspect roof deck (interior) for visual sign of leaks and/or deterioration; document and report observations.** (Including but not limited to: Check for leaks along interior walls and ceiling. Check for leaks and deterioration along roof deck. Examine traffic patterns. Check metal work and parapets.)

- Walk the roof perimeter. Document and report observations.** (Including but not limited to: Check attachment at parapet; check counter flashings; inspect for signs of movement. Check for leaks, staining, and missing mortar. Check for deterioration.)
 - Identify potential leaks in metal flashings, copings, etc., and caulk as necessary. Document other concerns, including but not limited to: rust, visible damage, lifted edges, open seams in metal flashings, etc. Report and recommend repair and related expenses where appropriate.

 - Check exposed parapet walls for deteriorated masonry or other signs of potential water infiltration.

 - Inspect and examine term bars for deteriorated sealant. Seal as necessary.

 - Check flashings for deteriorated seams; seal as required. If extensive repair is required, verify guarantee coverage and address per terms of the guarantee. Seal or patch to prevent leaks as required.

 - Remove debris.



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Walk the field of the roof. Document and report observations. (Including but not limited to: Check for signs of excessive movement, leaks, or deterioration. Redistribute ballast; note damage/deficiencies; inspect coating. Clear all gutters, down spouts, scuppers; clean out drains; check strainers and clamping rings. Check ductwork, housings, lines, pipes, sheet metal cabinets, gaskets, and equipment base/tie-in. Check for oil deposits, surface contamination, soft areas, vandalism, and ponding water.)

- Check seams and document condition; address minor concerns with sealant to prevent leaks. Other conditions should be addressed in accordance with the terms of the guarantee.
- Monitor surfacing, documenting condition of the membrane.
- Check for evidence of ponding; define methods to dissipate standing water.
- Check for evidence of wind scour; define methods to preserve surfacing.
- Remove debris, including, but not limited to, vegetative matter that may have rooted in the surface of the roofing membrane. Define and document replacement or repair of these areas.
- Check for damage from vandalism or other physical abuse; document and define repair.
- Look for damage caused by foot traffic and/or social use of the roof area; document and define recommended repairs.

Examine Penetrations. Document and report observations. (Including but not limited to: Check/fill all pitch pans, inspect pipe boots, scuppers, drains, drain flashings, etc.)

- On HVAC units, check ductwork and document and report observations. Where appropriate, make repairs or arrangement for repairs with associated contractor.
- Inspect condensate lines and verify their condition and that they are piped and sloped to drain. Document and report condition.
- Check drains and drain flashings, and document and report observations. Remove debris in or near drains.
- Check gutters; install splash blocks with isolation pads where necessary. Seal where necessary.



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- Remove debris on or near gutters.
- Evaluate roof hatch condition or door threshold entry point. Document and report. Make temporary repair at any sign of deterioration and recommend walkway rolls.
- Inspect scuppers. Document and report their condition and seal as necessary.
- Check pipe flashings and document and report their condition. Seal and caulk where necessary.
- Check metal and other walkways and surrounding areas for signs of damage by other trades at common work sites. Document and report any problems. Seal any lifted edges.
- Prepare a report, including a list of recommended repairs and repair costs not covered under the maintenance and inspection program.