

## Roof Maintenance

A roof system is exposed to all manner of chemical and physical stress. The long term effects of these forces are called “normal aging”. In reality, small isolated problems caused through abuse, stress concentration, error or other causes results in shortened lifespan of roofs.

These small problems, if undetected, escalate over time until they are extensive and more expensive to resolve.

A maintenance program will allow capital to be set aside on an orderly basis so that as each roof membrane finally reaches the end of its life-cycle and no longer is economical to maintain, it can be replaced in the best possible weather.

## Facility’s responsibilities.

- Employees and / or volunteers should not be allowed to go on to any of the roof areas for any reason. Due to the severe nature of this hazard, roof access is prohibited.
- Arrange for semi- annual roof inspections or service.
  - Spring – Spring inspection permits observation of possible winter damage and allows repairs to be made in the best possible weather.
  - Fall – Fall inspection allows for observation to be made in preparation for the oncoming weather.
  - Extra inspections should be made after major storms such as a hurricane or after any construction activity that could affect the roof.
- Minimize traffic on roofs. Walkways should be maintained at all roof access points, around all mechanical equipment which requires maintenance and at all areas where roof traffic more frequent than once a month is anticipated.
- Protect roofs from discharges such as petroleum products, greases, oils, fats, acids and the like.
- Report all ponding or puddles on roofs that still lingers more than 48 hours after it rains.
- Monitor roofs in the winter for **ice dams** building on eaves.
- Remove snow from roofs when it exceeds 24”.
- **Most importantly ... A qualified roofing contractor should be contacted for all roof leaks. They will investigate and repair the leak before it can spread**
- Each facility will provide the Diocese with a copy of any future investigation reports which contains all relevant information about the roof(s), including roof composition information, warranty and service history.

## **Professional Roofing Contractor's Responsibilities:**

Roofs should be inspected annually by a professional roof inspector and preventative maintenance performed. Items to inspect are:

- Visually inspect the field of each roof for mechanical damage, disorders and normal wear.
- Inspect the roof perimeter
- Roof related metal flashings
- Wall & Base flashings
- Unit flashings
- Pipe flashings
- Parapet walls
- Counter flashings
- Pitch pockets
- Vent stack flashings
- Copings
- Termination bar
- Expansion joints
- Skylights
- Penetrations and corresponding flashings
- Check all slip-sheets under pipe and unit supports
- Inspect roof drains/bonnets, gutters, and scuppers and remove all debris.
- Remove small items of trash and debris
- Make minor maintenance repairs as required to help minimize leakage.
- Notify Pastor of repair items provide recommendation, scope and associated cost.

- Areas of recommended repairs will be shown on an accompanying roof drawing, and photographs will be used to help demonstrate the extent of any problems identified.
- Require all tradesmen working on the roof to treat the roof carefully. A roof technician should repair all distresses caused by any tradesman.

Yearly roof inspections and basic repairs can add years of service to a roof system. Good housekeeping and keeping a roof free of debris and vegetation are also important. Damage, if detected early, almost always can be repaired for just a few dollars.