

## **Maintenance Program**

### **Important Information about Your Roof**

Your roof is a valuable asset and as such should be properly maintained. All roofs require periodic maintenance to achieve maximum roof life. While complex repairs and some maintenance should be performed by roof professionals, the Owner must maintain the roof by seeing to it that regular monitoring and clean up procedures are performed. All weathertightness warranties are predicated on the Owner performing documented periodic inspections and following these maintenance procedures.

### **Owner Inspections and Maintenance Procedures**

1. Keep a logbook. Record all roof maintenance, repairs and inspections as they occur. Log all access times and parties working on the roof in case damage should occur. Do not use maintenance coatings, restorative chemical products, sprays, or miracle products without consulting DSB.
2. Set up a maintenance schedule. Inspect the roof at least twice a year, preferably in the spring and fall. Always inspect after any severe storm. Make frequent inspections on buildings that house manufacturing facilities that evacuate exhaust debris onto the roof. Clean roof gutters, drains, and scuppers of debris. Remove leaves, twigs, foreign objects, etc., which could clog roof gutters, drains, or scuppers. Remove all debris from the roof to prevent debris entering gutters. Remove mold, dust, dirt or any other surface material that can hold moisture.
3. Notify DSB immediately after a roof leak occurs in accordance with the terms and conditions of your warranty. Note in your logbook the conditions resulting in leakage. Heavy or light rains, wind direction, temperature and the time of year that the leak occurs are all-important clues to tracing roof leaks. Note whether the leak stops shortly after each rain or continues to drip until the roof is dry. If the Owner is prepared with these facts, the diagnosis and repair of roof problems can proceed more rapidly. Problems associated with water entry at non-roof related locations such as skylights, vents, exhaust equipment, etc., are not covered by any DSB warranty and may result in a service charge.
4. Do not allow unnecessary foot traffic on the roof as damage can result. Do not allow the installation of television and radio antennas or mechanical equipment. Allow only authorized personnel on the roof. Walking on the roof can cause ponding which can invalidate your warranty.
5. Except in emergency situations, do not attempt owner-performed roof repairs, as these repairs may void your Weathertightness Warranty. The spreading of a coating, mastic, or caulking only covers up evidence needed to ascertain the problem.

# Roof Maintenance Log

Date: \_\_\_\_\_

Area of Roof Accessed: \_\_\_\_\_

Reason for Roof Access:  Repair  Maintenance (describe all work below)

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Who was on roof: (give names)

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SAMPLE

Date: \_\_\_\_\_

Area of Roof Accessed: \_\_\_\_\_

Reason for Roof Access:  Repair  Maintenance (describe all work below)

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Who was on roof: (give names)

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