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A. PREVENTATIVE MAINTENANCE

1. General Care and Maintenance

The following is a list of general care and maintenance requirements for RoofTite systems. These maintenance items will help attain maximum performance from the roofing system.

a. Provide proper drainage. Keep the roof surface clean of leaves, twigs, paper or accumulated dirt at drain areas to avoid clogged drains. Ponding of water on the surface of the system will increase the probability of moisture entering the structure in the event of a puncture or cut in the system.

b. Avoid degrading the roofing system.

   Do not expose the roofing system to the following due to possible degradation of the system:

   1) Liquids containing petroleum products
   2) Solvents
   3) Grease used for lubricating roof top units
   4) Oils (new or old) used for air conditioning or compressor units
   5) Kitchen wastes or other animal fats
   6) Chemicals

c. Catch pans and proper drainage of these pans or other means of protection may be used for system protection. Prolonged exposure to these materials will cause swelling and possible degradation of the system if spills are not removed.

d. Limit foot traffic. Unprotected areas of the roofing system are more susceptible to damage from reoccurring foot traffic. Care must be used to avoid damage to the system.

SAFETY AND CAUTION

The roofing system may be slippery when wet. Exercise caution when walking on the roof system. Particularly while walking on light colored surfaces since ice or frost build up may not be as visible as it may be on a dark surface. Always exercise care while on a roof and follow a roof safety and fall protection program.

a. Exercise care with tools and equipment to avoid puncturing the system when it is necessary for workers to be on the roof to service rooftop equipment, e.g., HVAC units, antennas, etc.

   When servicing units, care should be taken when placing metal doors, lids, pans, or sharp objects on the system surface.

   When moving units or equipment on roofs, avoid overloading and system damage by installing smooth plywood over the system prior to moving the equipment.

b. Avoid damaging the system if the removal of snow is necessary. Use plastic shovels and pay particular attention when working around curbs or other areas where wall flashing can be damaged. Snow blowers and shovels with sharp edges must not be used.

c. Remove all debris (such as, glass, bolts, nails, screws, metal shavings, etc.) and any other material that may promote punctures or cuts to the system.

2. Periodic Inspections

The building owner should establish a periodic inspection program. Roof inspections should be conducted by qualified personnel properly trained in safety, beginning when the roof is completed and continuing at least twice a year thereafter, preferably, in the spring and the fall.

The inspection should concentrate on “high risk” areas such as roof hatches, drains and around all rooftop equipment, as well as a general inspection of the entire roofing system.

Periodic inspections should also include the examination of the roof deck from the underside for evidence of leaks, deteriorated decking, structural cracks, or movement and other deficiencies. Parapets and edgings should also be examined for evidence of cracking, deterioration and moisture infiltration.

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In addition to the scheduled semi-annual inspections, roof inspections should also be conducted whenever any of the following conditions occur:

a. Exposure of the roof to severe weather conditions, such as strong winds, hail or continuous heavy rainfall.

b. Examine the roof for severely ponded conditions, debris, and any other damage to the building components that may allow moisture to infiltrate. The system should also be examined in areas where damages have been identified for punctures, tears or loose coating.

c. After repair or replacement of rooftop equipment, and at any other time when the roof may become exposed to activities of other trades where damages may occur.

d. Examine the roof for spills, debris, sharp objects, punctures, or possible delamination on adhered roofing systems caused by constant foot traffic.

3. Roof Maintenance

Proper roof maintenance is required on all roof systems. Building owners may wish to consider a roof maintenance agreement with your installer. Roof Maintenance Agreements will extend the life of your roof, and may save you money and time.

4. Roof Cleaning

Some roofs may require cleaning for aesthetic concerns or if the roof is in a very dirty environment. Extreme care should be exercised to prevent damage to the roof. Most often power washing with clean water will remove most accumulated dirt, a soft broom may be used to assist in the cleaning. Use a large volume of water and as low a pressure setting as possible to gently perform the cleaning. Removal of other contaminants may require the use of a safe and biodegradable cleaning agent. Algae growth may require the use of an approved solution, such as a mild chlorine solution, diluted with water.

5. SPF Roofing – Repairs

Minor cuts or mechanical damage to sprayed polyurethane foam (SPF) may be repaired with approved urethane caulks, or in the case of silicone coating use only approved silicone caulks. Clean area to be repaired and remove exposed foam. Fill repair area with approved caulk and tool to convex surface extending a minimum of 1 inch beyond damaged area.

B. LEAK INVESTIGATION

1. On metal decks, it is important to identify the direction of the deck flutes and deck slope. Moisture may infiltrate through the roofing system and migrate in the lower flutes of the deck and leak inside the building in low areas.
2. On concrete decks, or on projects where the existing roofing material is left in place, some leaks may be the result of moisture entrapment at the time of the original installation.
3. On poorly insulated roofing assemblies, some leaks may be the result of condensation; therefore, it is important to determine the leak location and frequency.
4. Begin leak investigations by conducting a thorough, visual inspection of the general location on the roof where leaks have been detected inside the building.
    a. Inspect field splices, areas of ponded water (if the roof is dry at the time of investigation, areas of ponded water can be identified by accumulated residue on the system).
    b. Examine lower areas of the roof for moisture beneath the system (soft insulation can be detected when walking on the system).
    c. Check areas around mechanical rooftop equipment, drains, gravel stops, curbs, expansion joints, pipes, etc. to identify cuts, punctures or damaged field splices.
    d. Explore the condition of metal flashing (i.e., edging, coping, expansion joint covers, etc.) for improperly sealed joints.
5. When a visible source of the leak has not been identified, wet the system at the anticipated leak area with water. Use a squeegee to remove the excess water. As the system dries, small cuts or tears will remain wet.

Note: On ballasted roofing systems, if leaks are a result of punctures or small cuts in the system, it will be necessary to remove the ballast prior to further investigation.

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C. EMERGENCY REPAIRS

Only qualified workers should perform repairs. The building owner may perform emergency repairs required to provide immediate protection from water infiltration; however, a RoofTite Authorized Roofing Applicator must complete permanent repairs when weather conditions permit.

Use sealant or any good grade caulk to make temporary repairs to systems. Notify RoofTite of this action in writing.

1. Temporary Wet Surface Emergency Repairs
    a. Clean the system of the dirt film, which may have accumulated on the surface of the system.
    b. Clean the system surface around the cut or tear with a commercial cleaner.
    c. Rinse the area with clean water. Remove as much water as possible and try to dry as much as possible.
    d. Apply RoofTite's compatible sealant to the cut area.

2. Dry Surface Emergency Repairs
    a. Clean the system surface around the cut or tear with a commercial cleaner.
    b. Rinse the area with clean water and allow it to dry.
    c. Apply RoofTite's compatible sealant to the cut area.

3. **Permanent repairs must be completed by an RoofTite Authorized Roofing Applicator.** RoofTite must be contacted by the building owner or through the RoofTite Authorized Roofing Applicator to coordinate permanent repairs.

D. PROCEDURES FOR HANDLING WARRANTED REPAIRS

1. When repairs are necessary on warranted roof projects, RoofTite relies on Authorized Roofing Applicators to perform those repairs. With few exceptions, RoofTite requests an estimate for the repair work from the original Authorized Roofing Applicator who installed the project.

E. ROOF ALTERATION

1. To assure the continuation of the Warranty, any modifications or alterations to the roofing system (addition of units, pipes, satellite dishes, etc.) must be communicated to RoofTite prior to proceeding.
2. The proposed modification or alteration details will be reviewed by RoofTite to determine compliance with RoofTite Roofing System specifications.
3. Coordinate the installation with the RoofTite Authorized Roofing Applicator so the modification/alteration will be in accordance with RoofTite Roofing System specifications and details.

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