

# ROOF MAINTENANCE MANUAL





## **WALKING ON ANY ROOF IS DANGEROUS.**

**Safety must always be the top priority when performing maintenance on your roof system. Always use fall protection and personal safety equipment required by OSHA and other regulatory agencies.**

# PERSONAL SAFETY

Always use extreme caution when walking on roofs with steep slopes, near roof edges, or on roofs that are wet or covered with ice or snow. Ensure that all maintenance personnel are adequately trained in safety procedures and that all safety equipment is in proper working condition.

## **When performing roof maintenance, always take the following precautions:**

- Use fall protection and other safety equipment as required.
- Do not walk on roof flashings such as gutter, rake, hip or ridge flash.
- Do not walk on Light Transmitting Panels (LTPs). They will not support a person's weight.
- Guard all LTPs and roof openings.
- Step only in the panel flat directly on or in close proximity to a supporting roof structure.

Your standing seam roof (SSR) is designed to provide years of protection with very little maintenance. However, no roof is immune to severe weather or completely maintenance free. To keep your roof performing as it should, a comprehensive maintenance program must be implemented.



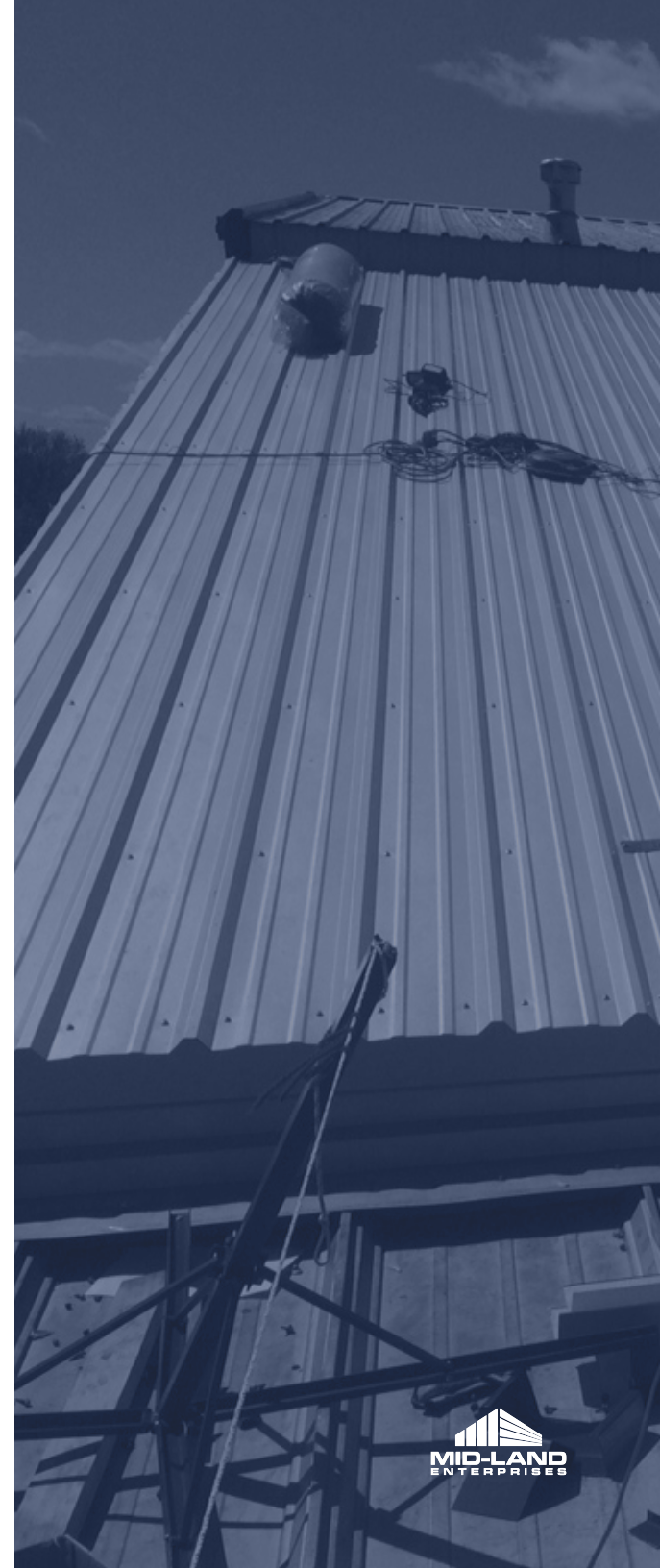
# IMPORTANT GUIDELINES

## DO

- Inspect your roof regularly.
- Walk in the flat of the panels near the structural supports.
- Keep roof, gutters and downspouts free of debris.
- Caution workers on the roof to protect against roof punctures.
- Remove excessive ice and snow accumulation.
- Inspect and reseal aging roof curbs and other penetrations with urethane sealant.
- Repaint any areas that are susceptible to rust.

## DON'T

- Forget to inspect for damage after severe storms.
- Walk on the panel ribs or on flashings.
- Use metal shovels or other tools that can scratch the paint or Galvalume coating on the panels.
- Use plastic roof cement or butyl or silicone caulk anywhere on the roof.
- Use zinc plated fasteners or carbon steel rivets.
- Allow rust or rust stains to build up on the roof.
- Allow treated lumber to contact the roof.
- Allow HVAC condensate lines to drain on the roof.



# TIMELY INSPECTION

Your SSR should be inspected periodically, particularly after a fire, vandalism or any known damage to an adjacent roof area. Be sure to also check your roof after exposure to severe weather conditions or if workers from other trades have been on the roof for any reason.

## **After high winds, check for:**

- Debris from nearby trees
- Punctures from falling limbs
- Loose fasteners
- Loose flashing

## **After abnormally heavy rains, check for:**

- Water Ponding in gutters
- Water ponding upslope from roof curbs
- Damage to trim and plumbing pipes
- Loose fasteners at trim and end-laps

## **After a hail storm, check for:**

- Punctures
- Damaged trim
- Loose fasteners
- Loose flashing

## **After workers have been on the roof, check for:**

- Chemical or solvent spills
- Scratches in the paint or Galvalume coating
- Excessive foot traffic
- Punctures

Items such as drill shavings, wire, metal scraps, solvents, mortar, and concrete can all corrode, etch and damage the roof or Galvalume coating. Sharp pieces of metal, such as those left by a nibbler, can stick in a worker's shoes and scratch the paint as they walk on the roof. Make sure that debris or scraps left behind by the workers are removed. Avoid using cutoff saws and welding equipment over the roof. In cases where this is not possible, the roof must be adequately protected. A fire cloth is recommended.

In the event that panels do have any masonry products, solvents or chemicals spilled on them, they should be cleaned with mild detergent and rinsed immediately. Protect areas that could have something spilled on them ahead of time to prevent the risk of damage.



An aerial photograph of a large, flat roof covered in a thick layer of snow. Several skylights and HVAC units are visible, some partially covered by the snow. The entire image has a monochromatic orange-red tint. The skylights are rectangular with dark frames, and the HVAC units are boxy structures protruding from the roof surface. The snow appears unevenly distributed, with some areas showing more accumulation than others.

## ICE AND SNOW REMOVAL

Excessive ice and snow should be removed from roof immediately to prevent damage to the roof and possible collapse. Do not use metal tools to remove the ice or snow as this can cause damage.

# MAINTENANCE MATTERS

## **Always consult the roof manufacturer before initiating repair work.**

The manufacturer can give information as to how to make the repair and can give you a list of “certified installers” in your area that you can contact about performing the repair work.

### **Foot Traffic**

Keep foot traffic to a minimum. Heavy foot traffic can cause panel ponding areas on lower pitched roofs. This is particularly true just upslope from the eave and at the end-laps. Always walk in the flat of the panel near a supporting roof structural. Do not walk on the trim or in the gutters. On bare Galvalume roofs, excessive foot traffic may cause black burnish marks. If regular foot traffic is planned for a roof, provisions should be made for a properly designed and installed roof walkway system.

In order to limit access, roof hatches or access ladders should be locked at all times. A sign should be posted at the point of access, stating that only authorized personnel are allowed onto the roof. In addition, a log book should be kept of visits to the roof and the reason for such visits. There is an example log at the end of this manual.

### **Ice and Snow**

Excessive ice and snow should be removed from roof immediately to prevent damage to the roof and possible collapse. Do not use metal tools to remove the ice or snow as this can damage Galvalume coatings. Also, be careful around plumbing pipes and flashings.

Be extremely careful if your roof has Light Transmitting Panels. These panels will not support a person's weight and will be difficult or impossible to see if they are covered with ice and snow.

# MAINTENANCE MATTERS

## Water Damage

In order for your roof to perform as intended, water must properly drain from the roof.

The following should be avoided:

- Do not allow anything to be installed on your roof that will cause water to pond.
- Keep roof free of debris and keep debris out of the gutter to allow water to quickly drain from the roof.
- Do not allow water to cascade onto the roof from an adjacent roof.
- Do not use wood blocking to hold equipment off of panel seams. This blocks the flow of water and holds moisture. Treated wood may contain salts or copper sulfate which will corrode the roof and void warranty coverage.
- Do not allow rooftop A/C units or evaporative coolers to drain onto the roof. The condensate from A/C units contains dissolved copper ions which will cause galvanic corrosion. The water from evaporative coolers contains high salt concentration which will also cause severe corrosion.

## Leaks

Never allow workers to “fix” leaks by applying caulk, elastomeric membranes, or plastic roof cement to the roof surface. This is never a long term solution for repairing a leak. Surface applied caulks and compounds will eventually lose their bond to the metal. This will allow water to become trapped between the repair material and the roof panel, which will cause severe corrosion.

Leaks at panel or trim joints should be repaired by disassembling the metal joint and reinstalling the proper sealant between the metal layers. Leaks caused by roof punctures must be evaluated on an individual basis. In some cases, the affected roof panel may need to be replaced.

# MAINTENANCE MATTERS

## Paint and Coating

Remove smudge marks from bare Galvalume. Formula 409 has proven to be a somewhat effective cleaning product. Lightly rub with a clean cloth and rinse with water. Do not rub more than required to remove at smudge. No product will remove all smudge marks.

Removing rust stains may be difficult, but it is an important task. Soft Scrub is a cleaning product that has proven to be somewhat effective. Lightly rub the area with a soft cloth and rinse with water. Do not rub more than required to remove a stain. No product will completely remove rust stains.

To touch-up scratches in paint (not to bare metal), clean area to be painted with mineral spirits. Rinse thoroughly and dry. Using a small brush, lightly apply the absolute minimum amount of touch-up paint required to fill the scratch. Use only touch-up paint supplied by the manufacturer.

## Dissimilar Metals

Never allow your roof to come in contact with any dissimilar metal including but not limited to: copper, lead or graphite. Failure to adhere to this requirement will cause your roof to rapidly deteriorate due to galvanic corrosion and will void all warranties.

Common abuses of this requirement include:

- Lead hats for plumbing vents
- Copper lightning rods and/or cable
- Copper trim
- Gutters that drains water onto the roof
- A/C condensate draining on the roof

# ROOF MAINTENANCE RECORD

Building Address:

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Date: \_\_\_\_\_ Maintenance Performed by: \_\_\_\_\_

Maintenance Activity: \_\_\_\_\_

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Notes:

Date: \_\_\_\_\_ Maintenance Performed by: \_\_\_\_\_

Maintenance Activity: \_\_\_\_\_

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