

# **SOPREMA'S REPAIR AND MAINTENANCE GUIDE**

A regular roof repair and maintenance program is fundamental to the satisfactory long-term performance of any newly installed roof system. Through such a program, potential problems can be found, hopefully in their early stages or perhaps prevented altogether. The following information is intended as a guide to assist the OWNER in achieving the maximum benefit from a SOPREMA Roofing System. SOPREMA'S Responsibilities are detailed in the terms and conditions of the SOPREMA Limited Warranty For Roofing Systems document.

**ROOF ACCESS.** Many roof problems are caused by individuals who have no justifiable reason to be on the roof or who do not know the proper precautionary measures required to protect a roof system. We suggest that access to the roof be limited to authorized personnel only. Also, all work people should be registered prior to gaining access to the roof, thus helping to establish responsibility for any mechanical abuse the roof system may be exposed to. We further suggest that a sign similar to the following be posted at various appropriate roof hatches and other locations across the roof.

All persons or working parties granted access to this roof must be registered at our front desk. Make no roof alterations without prior written approval from the facility manager. Report any roof damage immediately. Failure to report will result in responsibility for damages to the roof system being attributed to you.

**INSPECTION.** A roof should have a complete inspection semi-annually in the spring and fall. It should also be inspected after any severe winds or storms and after any structural damage to the building. During the process of an inspection, the condition of all roof components listed below should be determined. Any defects found should be promptly corrected by your SOPREMA Authorized Contractor. Corrections made by anyone other than a Soprema Authorized Contractor could void your warranty.

**CLEANING THE ROOF.** A SOPREMA warranted roof should be cleaned on a regular basis and be kept free of debris such as branches, leaves, bottles, rocks, cans, soil or anything else which can plug drains or cause a puncture to the roofing membrane. All drains and scuppers should be checked to ensure they are not plugged and are free-flowing.

**ROOF MEMBRANE AND BASE FLASHING.** All roofing and flashing surfaces should be carefully checked for any abnormal conditions such as:

1. Any signs of stress, for example wrinkles, blisters, etc.
2. Evidence of mechanical abuse such as punctures, slits, or cuts.
3. Evidence of damage caused by chemical attack or other adverse reaction to substances discharged on the roof.
4. Unusual wear to excessive foot traffic.

## **METAL COMPONENTS AND ROOF ACCESSORIES.**

**Gravel Stops:** Inspect the condition of the metal for evidence of rusting, loose metal, wind deformation and joint integrity. Note if the membrane appears to be stressed. Inspect metal/membrane bond for voids or possible points of water infiltration.

**Vent Pipes:** Check metal for any deterioration. If used, insure that clamping rings are tight, sealant bead sheds water and is sealed tight to the pipe. If applicable, check membrane flashing wrap for stresses, voids, etc.

**Counter Flashing:** Inspect the condition of the metal for evidence of rusting, loose metal, wind deformation and joint integrity. Determine if surface mounted counter flashing securement is adequate to create a continuous compression seal for the caulking bead. Metal coping cap securement onto the continuous clip should be examined for resistance to wind. Inspect any applicable metal/membrane bond for voids or possible points of water infiltration.

**Walls:** Walls constructed of masonry and stucco are susceptible to wind blown water intrusion. Periodically determine if additional water repellent or sealant is needed to maintain watertightness for these type walls.

**Roof Top Equipment:** HVAC units, duck work or other curb types should be inspected for evidence of rusting, wind deformation and joint integrity. Inspect any applicable metal/membrane bond for voids or possible points of water infiltration. Piping secured to a base or metal flange (dunnage) should continue to have protection material under said blocking. Protection work pads should be maintained in the work areas around the units.

**Pitch Pans:** Inspect the condition of the metal for evidence of rusting, wind deformation and joint integrity. Inspect bond of the filler onto the penetration being flashed and determine the watertightness. Ensure pan is filled with filler as originally installed so as to create a positive slope away from the penetration.

**Drains:** Determine that all drains and scuppers are not clogged. Check all drain bolts for tightness. Inspect any applicable metal/membrane bond for voids or possible points of water infiltration. Clean debris from around strainers and secure drain strainers.

**ROOF REVISIONS.** Sprinkler Systems, water or air conditioning equipment, radio or television antenna(s), framework, sign, water tower or other objects or structures installed on the roof membrane are made watertight by an Authorized SOPREMA Contractor. The Authorized Contractor shall submit proposed flashing details to the SOPREMA Technical Department for acceptance prior to their installation.

**PROCEDURE FOR REPORTING LEAKS.** OWNER shall give SOPREMA written notice within thirty days after any defect or leak is discovered or the exercise of ordinary care should have been discovered. If conditions warrant that a verbal notification is made, the OWNER should confirm in writing the leak at their earliest convenience. If leaks are discovered, it is best to provide a temporary patch using compatible Soprema or BUR patching materials until a permanent repair is made.

**ROOF REPAIR PROCEDURE.** If leaks are discovered, it is best to provide a temporary patch using Soprema or BUR compatible patching materials commonly used in that particular part of the country until a permanent repair is made. Only SOPREMA Authorized Contractors can make permanent service splices on SOPREMA warranted Roof Systems.