

A flat roof, as per codes of practice, should be inspected at a minimum frequency of twice a year, in spring and autumn. Also inspect following work on roof by other trades and after installation of new roof equipment, control access and maintain inspection records.

Internally:

- Check visually for any signs of condensation, presence of moisture or leakage (e.g. wet patches, stains etc).

Externally:

- Check visually for any loosened flashings at perimeters and penetrations.
- Check soundness of pointing and any mastic sealants at terminations.
- Check exposed membrane for any signs of mechanical or chemical damage.
- Remove any unnecessary debris from the roof area (especially objects which could cause damage to the membrane).
- Remove any blockages to outlet gratings/drainage points/gutters (e.g. leaves, litter, and sediment).
- Visually check exposed membrane laps for secureness.
- Cut back overhanging trees.
- Remove or repair disused or redundant roof mounted equipment.
- Ensure continuity of chipping/ballast coverage, where present.
- Inspect rooflights and other penetrations for any damage (e.g. cracks to glazing, missing vent tops), which could result in leakage or condensation.
- Check exposed membrane for any stress damage (e.g. ruckling or cracking of membrane).
- Check for any other building components for soundness (e.g. glazing, parapet walls etc).
- Keep records of your inspections for future reference.

Spillage:


- The following basic chemical products - diesel oil, fuel oil, kerosene, lubrication oils, vegetable oils and animal fats, affect waterproofing membranes. In the event of spillage of any of these (or any other compounds not listed) consult Alumasc Technical Services for remedial instructions/advice.

Loading:

- Waterproofing membranes are designed to withstand the levels of foot traffic associated with regular roof maintenance. If any point loads (such as ladders) are exerted on the roof, they should be spread using a flat protection board. Where loads may exceed these, please contact Alumasc Technical Services for specific advice.

If it is found that remedial or maintenance work is thought necessary, please get in touch with the roofing contractor and/or our Regional Manager for your area. Where the work has been warranted always check with Alumasc Building Products Ltd that the proposed remedial work would not invalidate the warranty. The maintenance requirements must be followed for continuity of the Alumasc warranty.

Sample Maintenance Log:

| ROOF MAINTENANCE LOG | | | | | |
|---|--------------|----------------|-----------------|---|-------------------------|
| Project | | Manufacturer | Alumasc Roofing |  | |
| Location | | Contact Number | 01744 648400 | | |
| SP Number | | Contractor | | | |
| Practical completion | | Contact Number | | | |
| <i>Please keep a photographic record of each inspection</i> | | | | | |
| Date of inspection | Inspected by | Company | Comments | Remedial works required (Y/N) | Date of next inspection |
| | | | | | |
| | | | | | |