

General Maintenance & Inspection Conditions

This guide provides practical guidance and advice to building owners, forming part of their Operation and Maintenance manual, to ensure the ongoing performance and longevity of their Alumasc rooflights and canopies.

In accordance with BS6229, BS1873 and relevant codes of practice, rooflights must be inspected at a minimum frequency of twice a year, in spring and autumn. Additional inspections may be required throughout the year after storm events, or following proximal work by other trades. In all cases, all inspection and maintenance must be logged and any defects identified and reported without delay.

Inspection

At no point throughout inspection or maintenance should the rooflight glazing or framework be subjected to foot traffic. For works required to inaccessible areas, contact Alumasc Roofing who will liaise with the relevant contractor.

Internal inspection:

- Visually check the underside and internal fittings of the rooflight and/or canopy for signs of condensation, presence of moisture or leakage (e.g wet patches, stains).
- Where internal evidence of water ingress is identified, record the location and any proximal details (e.g rooflights, flues).
- Where applicable, check the operation of any mechanisms associated with the rooflight including manual or automatic openers, hinges, locks, and struts.

External inspection:

- External walls, soffits, and eaves must be inspected for signs of movement or staining.
- Visually check the perimeter kerbs and flashings for any damage or detachment.
- Check soundness of any seals, gaskets and mastic sealants.
- Check the adjacent waterproofing membrane for any signs of chemical/mechanical damage or stress.
- Inspect glazing for any damage or cracking which could result in leakage or condensation.
- Where applicable, check for blockage to the passive ventilation such as 'trickle' or 'rotating' vents.

Health and Safety

Before attempting any inspection or maintenance, ensure access is safe and any safety equipment (e.g man safe systems) are utilised where provided. Inspections should be conducted by a Competent Person (BS6229:2025) and must be completed strictly in accordance with Health and Safety Executive (HSE) guidance and Work at Height Regulations 2005.

Important Note

The advice we provide on maintenance, care and cleaning of our products is based on many years of experience and is given to the best of our knowledge, however, the wide variety of requirements for a building under the most diverse conditions mean that it is necessary to test the method or product for suitability in any given case. We reserve the right to make alterations in keeping with technical developments or improvements.

Maintenance, care, cleaning and de-icing methods outside of this guidance may invalidate any warranty. A sample log is provided below to assist in recording inspection dates.

Maintenance

- Remove any debris present on or around the rooflight/canopy including leaves, moss, plants, or litter.
- Cut back any overhanging trees or branches.
- Electrical motors should be tested annually by an approved electrical installation testing company.
- Any mechanical components should be checked regularly and lubricated if necessary.

Cleaning

Cleaning of polycarbonate glazing on rooflights and canopies:

- Use mild detergents and warm water.
- Non-abrasive cloths are to be used if necessary.

Cleaning of kerbs/aluminium framework:

- Use warm soapy water.
- Rinse with clean water.
- Dry with a clean cloth if required.
- Do not use a pressure washer in any circumstances.

Additional Works

Where remedial or maintenance work is necessary, please contact Alumasc Roofing who will liaise with the relevant contractor. Where the work has been warranted always check with Alumasc Roofing that the proposed remedial work would not invalidate the warranty.

Maintenance Log

The maintenance requirements must be followed for continuity of the Alumasc warranty. A sample maintenance log is provided below to assist in recording inspection dates.

Roof Maintenance Log					
Project		Manufacturer	Alumasc Roofing	 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