

Roof repair and replacement can be major financial expenditures. Neglect of roof coverings can increase the likelihood of wind and hail damage, lead to premature failure and replacement and accelerate the development of leaks that can lead to mold and indoor air quality issues.

In order to minimize roof-related problems, procedures for the maintenance, inspection and replacement of roofs should be developed and implemented. They should outline all aspects to be reviewed and establish minimum review frequency. Well-designed roof management procedures will help you lessen long-term costs and extend the life of your roof. The procedures should include the following:

- **Condition Reviews**—On a regular basis, all roofs should be monitored for damaged areas, flashing and metal attachments and obstructed roof drains. Only qualified individuals should perform roof inspections and always follow safe work practices.
- **Plans and Budgets**—Plans and budgets should be documented and include timelines and projected costs for roof maintenance, repair and replacement. Only qualified roofing contractors should be allowed to perform the work.
- **Timely Response**—Procedures should be established to quickly respond to leaks. A directory of names and telephone numbers of qualified contractors should be compiled. Water- and moisture-control procedures should be implemented to immediately respond to leaks, including procedures for drying out building materials/contents in less than 48 hours.



- **Records of Repairs**—A record of all roof maintenance, repairs and replacements should be maintained, including:
 - ▶ Names of those who performed the work
 - ▶ Description of the work performed
 - ▶ Date the work was performed
 - ▶ Copies of all warranties
 - ▶ Certificates of insurance from each contractor

For Additional Information

Roofing Information: www.roofhelp.com

EMC Insurance Companies: www.emcins.com

- Tech Sheets – Fall Protection Program in Construction, Roof Maintenance for Commercial Buildings

