

# PREVENTIVE MAINTENANCE GUIDE



**WARRANTY NO.:** \_\_\_\_\_  
**SECTION or BASIN:** \_\_\_\_\_

## DEFINITION:

A routine preventive maintenance program is fundamental to the long-term performance of the waterproofing system of your roof. You, as the Owner, are responsible for completing or having someone complete these inspections each year.

Preventive inspections should be conducted at least twice a year, ideally in the fall and at the end of winter. It is also recommended that you carry out an inspection after major weather events, such as heavy rains, ice storms and strong winds.

You can ask skilled professionals, such as roofing contractors, inspection firms or any industry experts, to inspect your roof for you.

Preventive inspections may also be carried out by your own maintenance staff or anyone that you authorize to do so.

We recommend that you document these inspections and keep observations filed with your warranty certificate.

If leaks are found during the period covered by your warranty, be sure to notify SOPREMA AUSTRALIA PTY Ltd level 35, 100 Barangaroo, NSW, 2000, Australia to the attention of the warranty agent, Technical Service, within eight (8) days of the discovery of the leakage.

You will find attached a preventive maintenance checklist, which can be used as a reminder of the items to be checked during preventive maintenance. You can make a copy for each servicing.

## OTHER RECOMMENDATIONS:

Do not allow just anyone to climb on your roof: limit access to authorized personnel only.

Do not use the roof as a terrace or patio without adequate protection.

Make sure that the membrane is always used for the purpose for which it was designed. Examples of uses to avoid: storage, picnic tables, chairs, and Christmas decorations.

## CLEANING THE ROOF:

Using a brush broom and water simultaneously may cause your roof covering to lose granules. Use cleaning methods without water to remove solid residues, such as mud and leaves. Use tools that will not damage the membranes, such as plastic shovels. Once residues are removed, you can clean the membrane surface with running water without damaging its covering.



DATE OF INSPECTION: \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_



**CHECK THE GENERAL CONDITION OF THE ROOF MEMBRANE (DEBRIS, NAILS, LEAVES, DIRT, SEDIMENT AND OTHER MATERIALS)**

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOLLOW-UP REQUIRED**

**INSPECT ALL ELEMENTS PROTRUDING FROM THE ROOF MEMBRANE (VENTS, UPSTANDS, CHIMNEYS, ETC.)**

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOLLOW-UP REQUIRED**

**CHECK ALL DRAINS**

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOLLOW-UP REQUIRED**

**INSPECT WATERPROOFING OF EVERY METAL FLASHING, IF APPLICABLE**

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOLLOW-UP REQUIRED**

**INSPECT THE MEMBRANE AND ALL OF ITS JOINTS**

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOLLOW-UP REQUIRED**

**DEFECTS OR OTHER PROBLEMS OBSERVED**

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOLLOW-UP REQUIRED**

Note: Communicate any defects in the surrounding elements and the elements connected to the roof covering (masonry walls, mechanical outlets, skylights, etc.) to the appropriate people.