



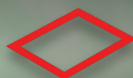
Quality You Can
Trust... From
North America's
Largest Roofing
Manufacturer!™

SCHEDULED MAINTENANCE CHECKLIST

"Help Prevent Roofing Problems Before They Happen"



Comprehensive Manual With The Information
You Need To Help Maintain Your New Roof.



Types Of Things That Can
Cause Premature Roof Failure



Protecting Your Roof
Investment



What's NOT Covered By
Commercial Roof Warranties



Quality Care—Inspection
& Maintenance Logs

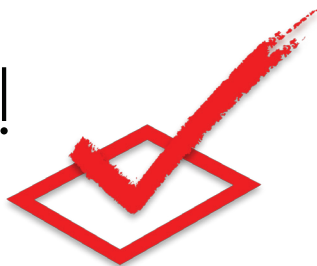
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Welcome To The GAF Family!



You've made a wise investment—and you're not alone! More North American property owners have chosen GAF than any other roofing system.

Choosing the right roofing system not only helps to protect your property, but may also reduce the chances of construction-related litigation. Did you know that roofing represents just 4% of the construction cost of a building—but as much as 75% of the litigation cost!

Much of this litigation might have been avoided with a properly selected and maintained roofing system installed by a professional roofing contractor.

The GAF promise to property owners is to be your "best choice" in roofing. We deliver on that promise by providing you not only with

-quality products

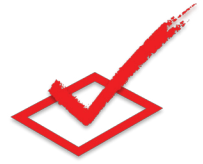
-installed by GAF certified roofing contractors,

but with the information you need to help maintain your new roof (and guarantee your coverage) for many years to come.

Please read through this booklet carefully. If you have any questions about how to best maintain your new roof, please contact us at:

1-800-ROOF-411
(1-800-766-3411)

What Can Cause Premature Roof Failure?



Before you can learn how to maintain a new roof, you should begin with a quick review of the types of things that can shorten the life of your roofing investment **(and can spell trouble for your facility and its occupants).**

WHAT "WEARS OUT" ROOFS?

Forgetting about Maintenance...

This is perhaps the single biggest cause of premature roof failure

Exposure... Either long-term exposure to the elements (sun, water, freeze-thaw) or shorter-term exposure to damaging air pollutants and chemicals

Structural Movement... Such as building settlement or expansion/contraction not accommodated by the roofing system

Biological Growth... Such as vegetation in areas of standing water or algae

Not Fixing Problems Promptly...

These can add up to a much shorter roof life—e.g., if a small problem is not repaired, then a large amount of insulation can be damaged

Change in the Use of the Building...

e.g., an increase in the interior relative humidity of a building can cause severe condensation problems within the roofing system

WHAT CAN CAUSE IMMEDIATE PROBLEMS?

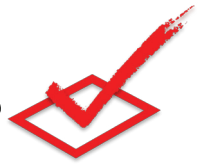
Extreme Weather... Lightning, high winds, hail, or drenching rains that overflow the flashing heights

Equipment Additions... Improperly added equipment or other items improperly added on the roof (items added by tenants are a very common source of roofing problems)

Trade Damage... Punctures, holes, etc., caused by trades other than your roofing contractor

Unintended Abuse... Vandalism or accidental damage...even a small hole can let a large amount of water into the roofing system

What Can You Do To Protect Your Roofing System?



An analogy...if a roof were like a new car, in order to keep it running smoothly, you would have it periodically inspected! Keep the oil changed! Rotate the tires! **Here is a comprehensive list of steps that should be performed periodically to help protect your roofing system.**

WHAT?

HOW?

WHY?

1. Maintain Records

Keep a file of all records relating to this roof, including:

- GAF guarantee
- Inspection reports
- Repair and maintenance bills
- Original construction drawings, specifications, and invoices

These records can be very helpful if you need to have repairs made or have additional equipment added to the roof.

Also helpful when it's time to reroof – since you'll know what's up on the roof and what's been done

2. Conduct Routine Inspections

At least once per year (twice per year is optimal, typically in the spring and fall)

Inspection Maintenance Checklists are provided in this Guide

It's simple, really... in the spring, you want to check for any maintenance items that can be scheduled for the roofing system – and in the fall, you're checking to make sure the roof is ready to go through the winter months

3. Inspect After Severe Weather

Always inspect the roof for damage after severe weather such as hailstorms, heavy rains, high winds, etc.

Just because water is not coming in doesn't mean the roof hasn't been damaged

The sooner you repair any damage, the smaller the repair cost

WHAT?

HOW?

WHY?

4. Repair Correctly

All roofing repairs must be performed by a GAF Authorized, Master, or Master Select™ Roofing Contractor, including repairs for non-guaranteed conditions

Make repairs with GAF materials, following our current repair guidelines for the type and quality of roof installed

Remember, improper repairs are a common cause of roof problems... and are easy to avoid!

5. Keep Roof Clean & Free Of Debris

Always remove debris from roof, such as:

- Leaves, branches, dirt, rocks, bottles, etc.
- Debris, trash, etc., from other trades

Keep gutters, downspouts, drains, scuppers, and the surrounding roof areas clean to ensure proper drainage

Trash and debris can not only cause harm (such as punctures) to the roofing system but also can be a safety hazard; this can range from simple "trip" hazards to potentially overloading the structure with extensive ponding water from clogged drains

6. Keep Metal In Good Condition

Examine all metal flashings, counterflashings, expansion joints, and pitch pockets for:

- Rust
- Detachment or damage
- Deteriorated sealant

Reattach loose metalwork, replace sealant as necessary; repair metal as necessary; and prepare and paint any rusted metal

Metal components on a roof are a common point of water entry

It doesn't matter how good your roofing system is if the adjacent metal is letting water into the building

WHAT?

7. Keep Masonry In Good Condition

Examine masonry walls and copings for:

- Cracks and bad mortar joints
- Deteriorated sealant
- Loose masonry/ coping stones
- Indications of water absorption

Repair all such conditions to prevent water infiltration

WHY?

Water leaks from masonry are often incorrectly attributed to the roofing system...so keeping any walls, copings, etc., watertight also goes a long way to keeping the building leak free

8. Maintain Rooftop Equipment

Examine rooftop equipment for any problems that may allow water infiltration, including:

- Air conditioners, vents, and ductwork
- Equipment stands or screens
- Skylights
- Satellite dishes and antennas
- Solar Panels and mounting equipment

Just as the roof needs maintenance, so does the equipment that's on the roof

Be sure to follow the manufacturer's maintenance recommendations and always check the roof after any service calls to make sure the roof hasn't been accidentally damaged

9. Maintain Roof Coating If Present

Eliminate any spillage of coolant, oils, grease, etc., and repair roof membrane if affected

Examine protective coatings and recoat any cracked, flaked, blistered, or worn areas with a compatible GAF roof coating

Roofs coatings protect the membrane from long-term exposure to the elements and, if reflective, also provide great cooling benefits for the building. Recoating of these materials protects the membrane and allows it to keep doing its job.

10. Minimize Rooftop Traffic

Minimize rooftop traffic by limiting access to necessary personnel only

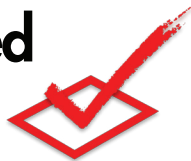
Maintain a roof access log so that you can ascertain who has been on the roof in the event of damage to the roof from other trades

Make sure walkway pads are installed in areas of high traffic

Roofs are meant to keep water out... and, if properly designed, can even act as another work area. But most roofs are not designed for this, and repeated, long-term traffic can wear out a roof.

The easiest way to prevent this type of damage is to keep people off the roof who don't belong there!

What's Typically NOT Covered By Commercial Roof Guarantees?



WHY ARE CERTAIN THINGS NOT COVERED BY THE MANUFACTURER'S GUARANTEE?

Generally, because they are out of the manufacturer's control. Certainly, there are things that you can do to protect against damage from these causes. If you would like to know more about a specific issue, just call us!

ITEMS TYPICALLY NOT COVERED BY THE MANUFACTURER'S GUARANTEE

- Lack of routine maintenance or improper repairs by non-authorized contractors
- Structural problems... building movement
- Mother Nature... hail, wind storms, heavy snow loads, etc.
- Contamination of the membrane by harmful chemicals, such as oil or grease
- Damage caused by other trades... e.g., improperly installed new equipment
- Excessive traffic on the roof
- Vandalism, impact from falling objects

Providing Quality Care For Your Roof



We've taken the guesswork out of how to keep up-to-date on the inspection and maintenance work for your roof! **The following pages provide a structured guide for maintaining your roof. But before you jump in, let's consider WHO should do this work – and WHY.**

WHO?

GAF recommends that all inspections and maintenance be performed by properly trained roofing professionals (such as the GAF certified contractor who installed your roofing system or a GAF Certified Maintenance Professional™).

WHY?

It's simple – they are properly trained and can be a critical part of your team to help protect your investment instead of inadvertently causing harm. They know from experience how to perform these duties and may have a much better understanding of how to "cause no harm" to the roofing membrane!



SCHEDULED MAINTENANCE CHECKLIST

12 Months

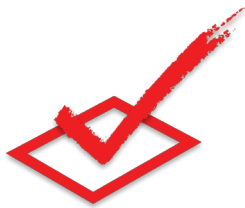
Where To Check	What To Look For	Yes	No	N/A	Notes
Exterior Walls	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
	Cracks				
Interior Walls	Check For Signs Of Leaks				
Ceiling	Check For Signs Of Leaks				
Interior Roof Deck	Check For Signs Of Leaks				
	Deterioration				
	Mold				
Roof Edges	Check For Deterioration				
Fascia/Coping/Metalwork	Check For Signs Of Leaks				
	Staining				
	Missing Mortar				
	Check Attachment				
	Paint Any Rusted Metal				
	Recaulk As Necessary				
Expansion Joints	Check For Signs Of Leaks				
	Excessive Movement				
	Deterioration				
Field Of Roof	Substrate Firmness				
	Note Damage/Deficiencies				
	Check For Loose Fasteners				
	Redistribute Any Ballast Across Bare Spots				
Penetrations	Check And Fill All Pitch Pans As Necessary				
	Inspect All Penetration Flashings				
	Recaulk As Necessary				
	Check Draw Bands				
Drainage System	Clean Out All Gutters				
	Downspouts				
	Scuppers				
	Drains				
	Check Strainers				
	Make Sure Drains Are Working				
Base/Curb Flashings	Check Attachment				
	Check Counterflashings				
	Inspect for Signs of Movement				
HVAC Units	Check All Ductwork				
	Doors Are Securely Attached				
	Lines				
	Pipes				
	Sheet Metal Cabinets				
	Gaskets				
	Equipment Base/Tie-In				
Other	Check For Oil Deposits				
	Surface Contamination				
	Soft Areas				
	Vandalism				
	Vegetative Roof Area				
	Solar Panel/Mounting Damage				
	Ponding Water				
	Debris				
	Physical Damage				
	Roof Needs Cleaning				
	Traffic Patterns/Walkway Pads Needed				

SPECIAL CONSIDERATIONS: The roof has been through its first full year. Pay close attention to anything that should have been fastened but may have been missed. Also, check for any movement of ballast or surfacing that may be caused by wind so you can reposition if necessary or consider additional steps to prevent wind scour.

Site Address: _____ Guarantee #: _____

Inspected By: _____ Next Inspection Date: _____ Inspector Phone Number: _____

Today's Date: _____



Some Specifics About This Roof:

Building Name: _____

Location: _____

Owner: _____

Contact: _____

Architect/Consultant: _____

General Contractor: _____

Roofing Contractor: _____

Roof Area (Sq. Ft.): _____

Date Installed: _____

Construction Type: New _____ Tear-Off _____ Re-Cover _____

Insulation: _____

Roof Deck: _____

Drainage: _____

Slope (Inches/Foot): _____

GAF Spec No.: _____

GAF Guarantee No.: _____

Guarantee Length: _____ yrs.

Installation Date: _____



*Quality You Can Trust...From
North America's Largest Roofing Manufacturer!™*

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