EVEREST

LOSS CONTROL ALERT

Planning Roof Condition Inspections

Roof Inspections - Regular roof inspections are a key tool in preventing major expenditures for premature roof replacements and unplanned business interruption from roof failures. A roof inspection plan can be developed using this valuable tool.

Potential Benefits of a Roof Inspection Plan include:

- Reduction in the likelihood of catastrophic property loss and possible business interruption:
- Identifying corrections or repairs to newer roof installation by scheduling warranty inspections before warranties expire;
- Reducing the frequency and severity of leaks;
- Reducing frequency of emergency repairs and associated inefficiencies and operational costs due to inefficiencies;
- Extending the overall life of the roof and reducing overall ownership costs;
- Improving responses from roofing contractors in the event of needed repairs.

These benefits and enhanced peace of mind will offset the investment costs and time and energy of your roof inspection plan.

Step I - Develop And Maintain An Historical File Containing:

- Roof warranties;
- Date of installation;
- Installing contractor;
- Roof system manufacturer;
- Type of roofing system - including the deck type, insulation, and any associated roofing components such as flashing, mounts for roof top equipment, etc.;
- Leak history date, location, type, cost of repair, length of time required to complete the repair.

Step II - Completion of Visual and Non-Destructive Roof Inspections

- Visual inspections should occur on an annual or semi-annual basis. Non-destructive testing, using specialized equipment and processes, can be used to enhance visual inspections.
- A qualified roofing contractor or consultant should be contracted to provide an annual or semi-annual visual inspection of the entire roof.
- In-house resources can complete and document housekeeping surveys monthly. The survey should note any needed or completed tasks, such as removing debris, cleaning around roof drains, replacing misplaced drain covers, filling pitch pans and minor sealing or caulking to the roof covering. Also look for blistering or other deficiencies to the roof field, loose or missing flashing, deficiencies in roof top equipment attachment or excessive vibration. You may wish to add other items to the inspection as well.
- A visual inspection should be completed after every severe weather condition, especially wind, even if there is no apparent need to repair the roof. Complete this inspection as soon as it is safe to access the roof. Roofing components, subject to damage during a wind storm, are not always easily recognizable; (leaks, loose gutters or flashing, failures of adhesives or fasteners). These can lead to major damage at a later time.

The visual inspection should include:

- Documentation of deficiencies requiring corrective action and the corrective action needed.
- An examination of the roof system, flashings, drains gutters, condition/adequacy of rooftop equipment and other attachments.
- Particular attention should be paid to the condition of the perimeter and corners of the roof.
- Evaluation of observed conditions that might affect long-term performance of the roof system including information needed to develop long-term schedules and preventative maintenance needs. Rooftops should never be used for storage. Be sure to have all stored materials removed.

The inspection should include a written report or checklist, supporting photographs and supporting comments, as well as, enough data to enable the performance of any required improvements, repairs or replacement. An accurate and detailed rooftop diagram showing location of all rooftop equipment and attachments, roof perimeter locations, major roof sections (also note if the type of existing roof system is different), and any other information needed by management such as areas of previous major repairs.

Visual Inspections - Frequency Considerations:

- How often roof inspections should be completed depends on several factors. They include:
- Number, severity and timing of wind storm events – Inspect before the season starts and when it ends;
- Age of the roof system. The need for visual inspections increases as the roof ages;
- Overall roof condition. Roofs with marginal or challenging conditions such as prior patches need more attention;
- Amount of modification or alterations to the roof covering. This includes, installations of any type penetrating the roof covering or roof mounted equipment;
- Amount of rooftop traffic;
- Sensitivity of your operations to water damage.

Everest recommends that roof inspections be completed at least monthly and after each wind event.

When you implement your plan be sure to make and keep a schedule. Records are important and help review results over time and communicate your findings to roofing contractors. Once the information is gathered and made available, management can identify needs and develop a detailed and organized plan identifying opportunities to make repairs, complete preventive and normal maintenance, or schedule installation of a new roof. Also a more accurate and efficient budget can be formulated and any impact to normal business operations and other considerations can be considered and communicated. Remember "The best time to fix a leaky roof is when the sun is shining"

See our website for sample Roof Inspection Forms http://www.everestnational.com/national/prod mstr.html

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