



## ROOF MAINTENANCE CONTRACT

FOR ALL YOUR METAL ROOFING NEEDS

RESIDENTIAL · COMMERCIAL · REPLACEMENT

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# ROOF MAINTENANCE CONTRACT

Page 1

Date:

Submitted to Purchaser:

Job Location:

## Scope of Work:

### Frequency of Roof Inspection/Maintenance:

- Plan A: Annually
- Plan B: Biannually
- Plan Q: Quarterly
- Plan M: Monthly

### Scope of Work Includes:

1. Complete roof inspection of roof.
2. Clean roof debris, including broom cleaning areas where dirt and debris accumulate from ponding water.
3. Inspect and clean drains of debris and resecure drain fasteners, if necessary. If drains are blocked below the roof line, the purchaser will be advised.
4. Inspect all flashings at all penetrations and curbs, including pipes, skylights, wall, etc.
5. Inspect and clean all gutters and downspouts. Reattach downspouts where necessary.
6. Resecure loose sheet metal items and reseal cracked or missing caulk joints, check all, if any, metal flashing.
7. Advise the Purchaser of any repairs exceeding the scope of work delineated in items 1 – 6 above.

**NOTICES:** To the extent not otherwise required by law, all notices must be in writing and must be delivered by electronic messaging, personal delivery, or by certified mail, return receipt.

### PRICING FOR THIS CONTRACT (see chart on next page):

Roof Type: \_\_\_\_\_

Price per sq.ft. \_\_\_\_\_ X \_\_\_\_\_ sq.ft. = Total: \$ \_\_\_\_\_

*[Repairs above or beyond the minor repair and maintenance work delineated in items 1- 7 above, or for acts of nature damages to the roof, will be scheduled after the parties agree on the repair(s) to be performed and the price of said repair(s).]*



**PRICING FOR MAINTENANCE PLANS:  
A,B,Q,M**

\*is for roofs up-to 5,000 sqft. Pricing for larger roofs available upon request.

ROOF TYPE	PLAN TYPE	CENT PER SQUARE FOOTAGE
Metal	A/B/Q/M	.50/.30/.18/.11
Shingle	A/B/Q/M	.50/.30/.18/.11
TPO	A/B/Q/M	.50/.30/.18/.11
Other Flat Roofs	A/B/Q/M	.50/.30/.18/.11
Specialty Roofs: Tile,Solar	A/B/Q/M	.60/.36/.22/.13

**Terms of Payment for Any Additional Repairs:**

1. If it is determined, after maintenance visits or inspections, that repair work needed will exceed the repairs covered by the regular maintenance program, then a detailed proposal will be provided for said repairs.
2. After repair(s) have been approved and the repair work has been completed, payment is due within 30 days of the receipt of the Prime Texas Metal Roofs invoice.

**Scheduling:**

1. Notice will be given at least 24 hours before arriving at the site, either annually, biannually, quarterly, or monthly; per the plan selected in this contract.

**Details of Agreement:**

1. A detailed report will be provided after each inspection.
2. This maintenance agreement carries a term of one year and will automatically renew each year.
3. This agreement can be cancelled at any time by the purchaser after the first year with written notice to Prime Texas Metal Roofs (See "Notices" on pg. 1).
4. Prime Texas Metal Roofs may adjust the price annually with an advanced notice of 30days informing the client of an increase.

**Date of Acceptance:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

\_\_\_\_\_  
**Title of Person with Signing Authority for this Agreement**

*\*This agreement replaces any prior agreement(s) or contracts with Prime Texas Metal Roofing, for maintenance work on the roof specified in the "Location" box on page 1 of this document.*

*\*This is a maintenance agreement, not a warranty.*

# CARE AND MAINTENANCE GUIDE & OWNER CHECKLIST



Before you begin a maintenance routine on a new roof, you should understand the

factors that can shorten the life of your roof investment.

## WHAT CAN CAUSE PROBLEMS?



### Forgetting about maintenance

This is perhaps the single biggest cause of roof failure.



### Trade Damage

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



### Structural Movement

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



### Unintended Abuse

Vandalism or accidental damage... even a small hole can let water into the roofing system.



### Not fixing the problems promptly

These can lead to a much shorter roof life, e.g. if a small problem is not repaired, then a large amount of damage can be incurred.



### Extreme Weather

Lightning, high winds, or hail.



### Equipment additions or alterations

HVAC service and repair, new unit installation or removal.



# What Can You Do To Protect Your Roofing System?

Here is a comprehensive list of steps that should be performed periodically to help protect your roofing system.

WHAT?	HOW?	WHY
<b>1. Maintain Records</b>	Keep a file of all records relating to this roof, including: <ul style="list-style-type: none"><li>• Warranty Document</li><li>• Inspection Reports</li><li>• Repair and Maintenance Bills</li><li>• Original Construction Drawings, Specifications and Invoices</li></ul>	These records can be very helpful if you need to have repairs made or have additional equipment added to the roof. These are also helpful when it's time to reroof since you'll know what is on the roof and what's been done.
<b>2. Conduct Routine Inspections</b>	Inspect at least twice per year; in the spring and fall using the Inspection Maintenance Checklist provided in this guide.	It's simple, 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.
<b>3. Inspect After Severe Weather</b>	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 and the repair costs.
<b>4. Repair Correctly</b>	All roofing repairs must be performed by a manufacturer authorized dealer/contractor, or a manufacturer Quality Assurance Technical Representative, and made with manufacturer materials.	Improper repairs are a common cause of roof problems and are easy to avoid.
<b>5. Keep Roof Free of Debris</b>	Always remove debris from roof with a push broom or plastic shovel, such as: <ul style="list-style-type: none"><li>• Leaves, branches, dirt, rocks, bottles, etc.</li><li>• Trash from other trades, etc.</li></ul> Keep gutters, downspouts, drains, scuppers and the surrounding roof area 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 water as a result of inadequate or insufficient drainage.

WHAT?	HOW?	WHY?
<p><b>6. Keep Metal Flashings and Sealants In Good Condition</b></p>	<p>Examine all metal flashings, counterflashings, expansion joints and pitch pockets for:</p> <ul style="list-style-type: none"> <li>• Rust</li> <li>• Detachment or damage</li> <li>• Deteriorated sealant</li> </ul> <p>Reattach loose metalwork, replace sealant as necessary; repair metal as necessary; and prepare and paint any rusted metal.</p>	<p>Metal components on a roof are a common point of water entry.</p>
<p><b>7. Keep Masonry In Good Condition</b></p>	<p>Examine masonry walls and copings for:</p> <ul style="list-style-type: none"> <li>• Cracks at the mortar joints</li> <li>• Deteriorated sealants</li> <li>• Loose coping stones</li> <li>• Indications of water</li> </ul> <p>Repair all such conditions to prevent water infiltration.</p>	<p>Water leaks from masonry are often incorrectly attributed to the roofing system. Keeping any walls and copings watertight also goes a long way to keeping the building leak free.</p>
<p><b>8. Maintain Rooftop Equipment</b></p>	<p>Examine rooftop equipment for any problems that may allow water infiltration, including:</p> <ul style="list-style-type: none"> <li>• Air conditioners, vents and ductwork</li> <li>• Equipment stands or screens</li> <li>• Skylights</li> <li>• Satellite dishes and antennas</li> <li>• Solar panels and mounting equipment</li> </ul>	<p>Just as the roof needs maintenance, so does the equipment that's on the roof.</p> <p>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.</p> <p>Additionally, it's important to ensure that <b>only approved coil cleaners are used during routine HVAC maintenance and cleaning to prevent potential roof damage</b>. A complete list of cleaners is available on the manufacturer website.</p>
<p><b>9. Minimize Rooftop Traffic</b></p>	<p>Minimize rooftop traffic by limiting access to necessary personnel only.</p> <p>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.</p> <p>Make sure walkway pads are installed in areas of high traffic.</p>	<p>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.</p> <p>The easiest way to prevent this type of damage is to keep people off the roof who don't belong there.</p>
<p><b>10. Clean Rooftop as Necessary</b></p>	<p>Utilizing Wash Safe Roof Wash from manufacturer can keep your rooftop free of biological growth, and a non-sudsing, non-abrasive, powdered cleanser such as Spic and Span® or Simple Green® can keep your rooftop clean of dirt and environmental debris. <b>Solvent-based cleaners cannot be used.</b></p> <p>If using a power washer, do not exceed a max PSI of 1000, and the usage of a wide tip nozzle with a maintained minimum of 12" distance between nozzle and roof is required.</p>	<p>Incorporating roof washing into your routine maintenance plan can help maintain the appearance of your roofing system as well as solar reflectivity on white membranes.</p> <p><b>NOTE:</b> Use caution when utilizing a power washer during cleaning. Damage caused by power washing is not covered under the terms of the manufacturer Warranty.</p>

# What's Typically Not Covered?

## **Why are certain things not covered by the manufacturer's warranty?**

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, give us a call.

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## **Items typically not covered by warranty:**

- Lack of routine maintenance
- Drains that are clogged, broken, or not functioning properly, leading to inadequate or insufficient drainage
- Gutters and downspouts that are broken or not functioning properly, leading to inadequate or insufficient drainage
- Improper repairs and/or materials by unauthorized contractors
- Damage caused by animals and insects
- Structural problems, building movement
- Hail, wind storms, heavy snow loads, hurricanes, tornados, etc.
- Contamination of the membrane by harmful chemicals, such as oil and solvents
- Damage caused by other trades, (e.g., improperly installed new equipment)
- Excessive traffic on the roof
- Vandalism; impact from falling objects

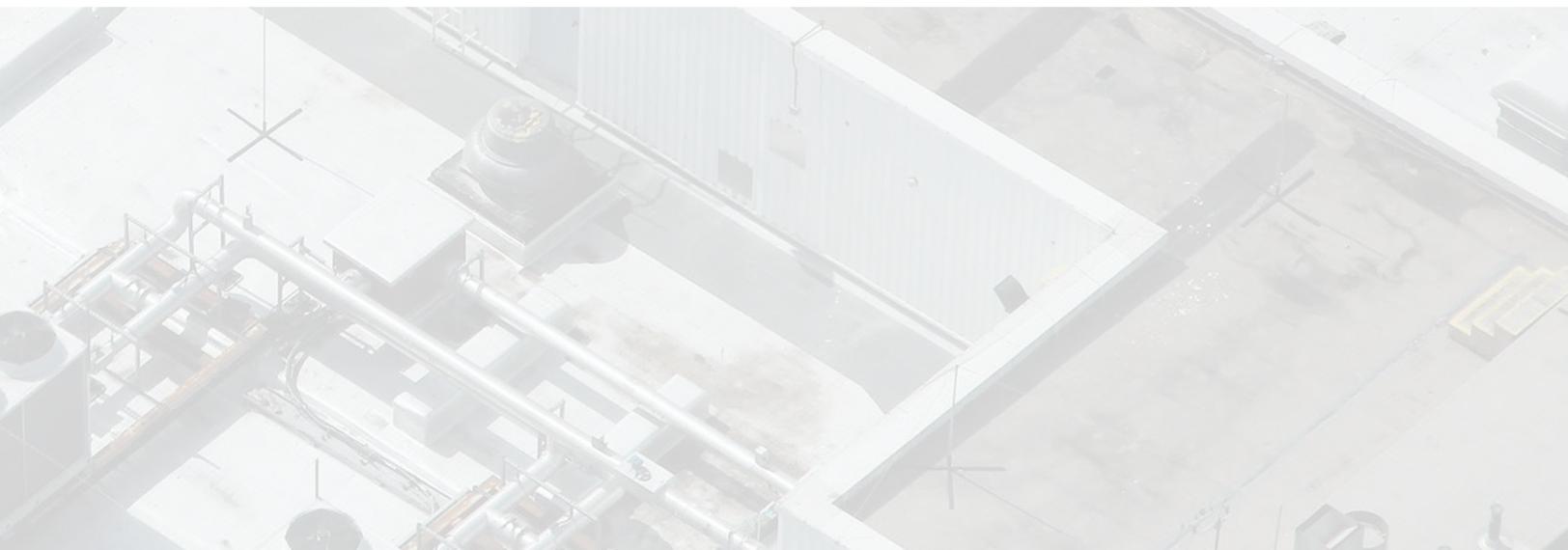


# Providing Quality Care for Your Roof

The following pages provide a guide for maintaining your roof. Consider who should do the work as it relates to the inspection recommendations and requirements for your warranty.

## **Who?**

- Building owners and/or owner representatives may complete the annual Spring and Fall evaluations, and fill out the checklist for the corresponding year.
- Authorized manufacturer contractors may be hired to complete the annual Spring and Fall evaluations if preferred. We recommend hiring the authorized contractor that installed your roofing system, as they are most familiar with your roof.
- It is required that a manufacturer Quality Assurance Technical Representative inspect your roof during certain years for certain warranties. Refer to the inspection recommendations and requirements outlined on page 2 of this document to identify if and when your roof requires an inspection by manufacturer.



# What Should You Look For When You're On The Roof?

- ✓ Check rooftop for environmental contamination and clean as necessary.
- ✓ Check rooftop for signs of damage, and remove any debris.
- ✓ Check roof field for damage or deficiencies.
- ✓ Check the field of the roof for any soft areas.
- ✓ Check penetrations for watertight seals and re-caulk as necessary.
- ✓ Inspect curb flashings for signs of movement.
- ✓ Check curb flashings and counter flashings for watertight integrity.
- ✓ Inspect drains and remove any debris to allow for maximum flow.
- ✓ Ensure walkway-pads remain securely welded to the rooftop.
- ✓ Check stands and bases of all HVAC units to ensure proper support.
- ✓ Check rooftop HVAC units and verify that all doors are secure.
- ✓ Check rooftop HVAC units to ensure all pipes and connections are secure.
- ✓ Check scuppers for any obstructions and remove debris.
- ✓ Check all gutters and downspouts, and clean out any debris.
- ✓ Check expansion joints for signs of excessive movement and leaks.
- ✓ Check all perimeter edging for signs of straining.
- ✓ Check roof edging for signs of leaks and missing mortar.
- ✓ Check edge metal for rusted metal and paint as needed.
- ✓ Check the underside of the roof deck for signs of leaks.
- ✓ Check interior walls and ceiling for signs of leaks.
- ✓ Check exterior walls for signs of leaks.
- ✓ Check exterior walls for cracks or missing mortar.

✓ **REMINDER:** Check all gutters and downspouts, and clean out any debris.

# 1 YEAR

WHERE TO LOOK	INSPECTION / ACTION ITEMS	SPRING	FALL	NOTES
Exterior Walls	Signs of leaks			
	Staining			
	Cracks or missing mortar			
Interior Walls	Signs of leaks			
Ceiling	Signs of leaks			
Interior Roof Deck	Signs of leaks			
	Deterioration			
	Biological growth			
Roof Edges	Deterioration			
Edging	Signs of leaks			
	Staining			
	Missing mortar			
	Check attachment			
	Paint any rusted metal			
	Re-caulk as necessary			
Expansion Joints	Signs of leaks			
	Excessive movement			
	Deterioration			
Field of Roof	Soft areas			
	Damage or deficiencies			
	Check attachment			
Penetrations	Check all pitch pans			
	Inspect all penetrations			
	Re-caulk as necessary			
	Check terminations			
Drainage System	Clean out scuppers			
	Clean out gutters and downspouts			
	Drains and strainers-attached			
	Make sure drains are working			
Curb Flashings	Check attachment			
	Check counter-flashings			
	Inspect for signs of movement			
HVAC Units	Check ductwork			
	Verify that doors are secure			
	Pipes			
	Sheet metal			
	Stands and bases			
Other	Surface contamination			
	Vandalism/Damage			
	Overburden			
	Roof needs cleaning			
	Walkway-Pads			

Building Address: \_\_\_\_\_ Warranty #: \_\_\_\_\_

Spring Inspection By: \_\_\_\_\_ Spring Inspection Date: \_\_\_\_\_

Fall Inspection By: \_\_\_\_\_ Fall Inspection Date: \_\_\_\_\_

2 YEARS

✓ REMINDER: Check stands and bases of all HVAC units to ensure proper support.

WHERE TO LOOK	INSPECTION / ACTION ITEMS	SPRING	FALL	NOTES
Exterior Walls	Signs of leaks			
	Staining			
	Cracks or missing mortar			
Interior Walls	Signs of leaks			
Ceiling	Signs of leaks			
Interior Roof Deck	Signs of leaks			
	Deterioration			
	Biological growth			
Roof Edges	Deterioration			
Edging	Signs of leaks			
	Staining			
	Missing mortar			
	Check attachment			
	Paint any rusted metal			
	Re-caulk as necessary			
Expansion Joints	Signs of leaks			
	Excessive movement			
	Deterioration			
Field of Roof	Soft areas			
	Damage or deficiencies			
	Check attachment			
Penetrations	Check all pitch pans			
	Inspect all penetrations			
	Re-caulk as necessary			
	Check terminations			
Drainage System	Clean out scuppers			
	Clean out gutters and downspouts			
	Drains and strainers-attached			
	Make sure drains are working			
Curb Flashings	Check attachment			
	Check counter-flashings			
	Inspect for signs of movement			
HVAC Units	Check ductwork			
	Verify that doors are secure			
	Pipes			
	Sheet metal			
	Stands and bases			
Other	Surface contamination			
	Vandalism/Damage			
	Overburden			
	Roof needs cleaning			
	Walkway-Pads			

Building Address: \_\_\_\_\_ Warranty #: \_\_\_\_\_

Spring Inspection By: \_\_\_\_\_ Spring Inspection Date: \_\_\_\_\_

Fall Inspection By: \_\_\_\_\_ Fall Inspection Date: \_\_\_\_\_

✓ REMINDER: Check penetrations for watertight seals and re-caulk as necessary.

3 YEARS

WHERE TO LOOK	INSPECTION / ACTION ITEMS	SPRING	FALL	NOTES
Exterior Walls	Signs of leaks			
	Staining			
	Cracks or missing mortar			
Interior Walls	Signs of leaks			
Ceiling	Signs of leaks			
Interior Roof Deck	Signs of leaks			
	Deterioration			
	Biological growth			
Roof Edges	Deterioration			
Edging	Signs of leaks			
	Staining			
	Missing mortar			
	Check attachment			
	Paint any rusted metal			
	Re-caulk as necessary			
Expansion Joints	Signs of leaks			
	Excessive movement			
	Deterioration			
Field of Roof	Soft areas			
	Damage or deficiencies			
	Check attachment			
Penetrations	Check all pitch pans			
	Inspect all penetrations			
	Re-caulk as necessary			
	Check terminations			
Drainage System	Clean out scuppers			
	Clean out gutters and downspouts			
	Drains and strainers-attached			
	Make sure drains are working			
Curb Flashings	Check attachment			
	Check counter-flashings			
	Inspect for signs of movement			
HVAC Units	Check ductwork			
	Verify that doors are secure			
	Pipes			
	Sheet metal			
	Stands and bases			
Other	Surface contamination			
	Vandalism/Damage			
	Overburden			
	Roof needs cleaning			
	Walkway-Pads			

Building Address: \_\_\_\_\_ Warranty #: \_\_\_\_\_

Spring Inspection By: \_\_\_\_\_ Spring Inspection Date: \_\_\_\_\_

Fall Inspection By: \_\_\_\_\_ Fall Inspection Date: \_\_\_\_\_

# 4 YEARS

✓ **REMINDER:** Check roof edging for signs of leaks and missing mortar.

WHERE TO LOOK	INSPECTION / ACTION ITEMS	SPRING	FALL	NOTES
Exterior Walls	Signs of leaks			
	Staining			
	Cracks or missing mortar			
Interior Walls	Signs of leaks			
Ceiling	Signs of leaks			
Interior Roof Deck	Signs of leaks			
	Deterioration			
	Biological growth			
Roof Edges	Deterioration			
Edging	Signs of leaks			
	Staining			
	Missing mortar			
	Check attachment			
	Paint any rusted metal			
	Re-caulk as necessary			
Expansion Joints	Signs of leaks			
	Excessive movement			
	Deterioration			
Field of Roof	Soft areas			
	Damage or deficiencies			
	Check attachment			
Penetrations	Check all pitch pans			
	Inspect all penetrations			
	Re-caulk as necessary			
	Check terminations			
Drainage System	Clean out scuppers			
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	Make sure drains are working			
Curb Flashings	Check attachment			
	Check counter-flashings			
	Inspect for signs of movement			
HVAC Units	Check ductwork			
	Verify that doors are secure			
	Pipes			
	Sheet metal			
	Stands and bases			
Other	Surface contamination			
	Vandalism/Damage			
	Overburden			
	Roof needs cleaning			
	Walkway-Pads			

Building Address: \_\_\_\_\_ Warranty #: \_\_\_\_\_

Spring Inspection By: \_\_\_\_\_ Spring Inspection Date: \_\_\_\_\_

Fall Inspection By: \_\_\_\_\_ Fall Inspection Date: \_\_\_\_\_

✓ **REMINDER:** Check curb flashings and counter flashings for watertight integrity.

5 YEARS

WHERE TO LOOK	INSPECTION / ACTION ITEMS	SPRING	FALL	NOTES
Exterior Walls	Signs of leaks			
	Staining			
	Cracks or missing mortar			
Interior Walls	Signs of leaks			
Ceiling	Signs of leaks			
Interior Roof Deck	Signs of leaks			
	Deterioration			
	Biological growth			
Roof Edges	Deterioration			
Edging	Signs of leaks			
	Staining			
	Missing mortar			
	Check attachment			
	Paint any rusted metal			
	Re-caulk as necessary			
Expansion Joints	Signs of leaks			
	Excessive movement			
	Deterioration			
Field of Roof	Soft areas			
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HVAC Units	Check ductwork			
	Verify that doors are secure			
	Pipes			
	Sheet metal			
	Stands and bases			
Other	Surface contamination			
	Vandalism/Damage			
	Overburden			
	Roof needs cleaning			
	Walkway-Pads			

Building Address: \_\_\_\_\_ Warranty #: \_\_\_\_\_

Spring Inspection By: \_\_\_\_\_ Spring Inspection Date: \_\_\_\_\_

Fall Inspection By: \_\_\_\_\_ Fall Inspection Date: \_\_\_\_\_

6 YEARS

✓ REMINDER: Check rooftop for signs of damage, and remove any debris.

WHERE TO LOOK	INSPECTION / ACTION ITEMS	SPRING	FALL	NOTES
Exterior Walls	Signs of leaks			
	Staining			
	Cracks or missing mortar			
Interior Walls	Signs of leaks			
Ceiling	Signs of leaks			
Interior Roof Deck	Signs of leaks			
	Deterioration			
	Biological growth			
Roof Edges	Deterioration			
Edging	Signs of leaks			
	Staining			
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	Check attachment			
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	Re-caulk as necessary			
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	Pipes			
	Sheet metal			
	Stands and bases			
Other	Surface contamination			
	Vandalism/Damage			
	Overburden			
	Roof needs cleaning			
	Walkway-Pads			

Building Address: \_\_\_\_\_ Warranty #: \_\_\_\_\_

Spring Inspection By: \_\_\_\_\_ Spring Inspection Date: \_\_\_\_\_

Fall Inspection By: \_\_\_\_\_ Fall Inspection Date: \_\_\_\_\_

✓ **REMINDER:** Check the underside of the roof deck for signs of leaks.

# 7 YEARS

WHERE TO LOOK	INSPECTION / ACTION ITEMS	SPRING	FALL	NOTES
Exterior Walls	Signs of leaks			
	Staining			
	Cracks or missing mortar			
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	Re-caulk as necessary			
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	Deterioration			
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	Verify that doors are secure			
	Pipes			
	Sheet metal			
	Stands and bases			
Other	Surface contamination			
	Vandalism/Damage			
	Overburden			
	Roof needs cleaning			
	Walkway-Pads			

Building Address: \_\_\_\_\_ Warranty #: \_\_\_\_\_

Spring Inspection By: \_\_\_\_\_ Spring Inspection Date: \_\_\_\_\_

Fall Inspection By: \_\_\_\_\_ Fall Inspection Date: \_\_\_\_\_

8 YEARS

✓ REMINDER: Check exterior walls for cracks or missing mortar.

WHERE TO LOOK	INSPECTION / ACTION ITEMS	SPRING	FALL	NOTES
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	Stands and bases			
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	Vandalism/Damage			
	Overburden			
	Roof needs cleaning			
	Walkway-Pads			

Building Address: \_\_\_\_\_ Warranty #: \_\_\_\_\_

Spring Inspection By: \_\_\_\_\_ Spring Inspection Date: \_\_\_\_\_

Fall Inspection By: \_\_\_\_\_ Fall Inspection Date: \_\_\_\_\_

✓ **REMINDER:** Check the field of the roof for any soft areas.

# 9 YEARS

WHERE TO LOOK	INSPECTION / ACTION ITEMS	SPRING	FALL	NOTES
Exterior Walls	Signs of leaks			
	Staining			
	Cracks or missing mortar			
Interior Walls	Signs of leaks			
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	Verify that doors are secure			
	Pipes			
	Sheet metal			
	Stands and bases			
Other	Surface contamination			
	Vandalism/Damage			
	Overburden			
	Roof needs cleaning			
	Walkway-Pads			

Building Address: \_\_\_\_\_ Warranty #: \_\_\_\_\_

Spring Inspection By: \_\_\_\_\_ Spring Inspection Date: \_\_\_\_\_

Fall Inspection By: \_\_\_\_\_ Fall Inspection Date: \_\_\_\_\_

# 10 YEARS

If you have a 25 or 30-Year NDL Warranty, **your roof must be inspected by manufacturer in year 10.** It is recommended that 15 and 20-Year Warranties also be inspected by manufacturer in year 10.



WHERE TO LOOK	INSPECTION / ACTION ITEMS	INSPECTION	SPRING	FALL	NOTES
Exterior Walls	Signs of leaks				
	Staining				
	Cracks or missing mortar				
Interior Walls	Signs of leaks				
Ceiling	Signs of leaks				
Interior Roof Deck	Signs of leaks				
	Deterioration				
	Biological growth				
Roof Edges	Deterioration				
Edging	Signs of leaks				
	Staining				
	Missing mortar				
	Check attachment				
	Paint any rusted metal				
	Re-caulk as necessary				
Expansion Joints	Signs of leaks				
	Excessive movement				
	Deterioration				
Field of Roof	Soft areas				
	Damage or deficiencies				
	Check attachment				
Penetrations	Check all pitch pans				
	Inspect all penetrations				
	Re-caulk as necessary				
	Check terminations				
Drainage System	Clean out scuppers				
	Clean out gutters and downspouts				
	Drains and strainers-attached				
	Make sure drains are working				
Curb Flashings	Check attachment				
	Check counter-flashings				
	Inspect for signs of movement				
HVAC Units	Check ductwork				
	Verify that doors are secure				
	Pipes				
	Sheet metal				
	Stands and bases				
Other	Surface contamination				
	Vandalism/Damage				
	Overburden				
	Roof needs cleaning				
	Walkway-Pads				

Building Address: \_\_\_\_\_ Warranty #: \_\_\_\_\_

Spring Inspection By: \_\_\_\_\_ Spring Inspection Date: \_\_\_\_\_

Fall Inspection By: \_\_\_\_\_ Fall Inspection Date: \_\_\_\_\_

✓ **REMINDER:** Check rooftop HVAC units and verify that all doors are secure.

# 11 YEARS

WHERE TO LOOK	INSPECTION / ACTION ITEMS	SPRING	FALL	NOTES
Exterior Walls	Signs of leaks			
	Staining			
	Cracks or missing mortar			
Interior Walls	Signs of leaks			
Ceiling	Signs of leaks			
Interior Roof Deck	Signs of leaks			
	Deterioration			
	Biological growth			
Roof Edges	Deterioration			
Edging	Signs of leaks			
	Staining			
	Missing mortar			
	Check attachment			
	Paint any rusted metal			
	Re-caulk as necessary			
Expansion Joints	Signs of leaks			
	Excessive movement			
	Deterioration			
Field of Roof	Soft areas			
	Damage or deficiencies			
	Check attachment			
Penetrations	Check all pitch pans			
	Inspect all penetrations			
	Re-caulk as necessary			
	Check terminations			
Drainage System	Clean out scuppers			
	Clean out gutters and downspouts			
	Drains and strainers-attached			
	Make sure drains are working			
Curb Flashings	Check attachment			
	Check counter-flashings			
	Inspect for signs of movement			
HVAC Units	Check ductwork			
	Verify that doors are secure			
	Pipes			
	Sheet metal			
	Stands and bases			
Other	Surface contamination			
	Vandalism/Damage			
	Overburden			
	Roof needs cleaning			
	Walkway-Pads			

Building Address: \_\_\_\_\_ Warranty #: \_\_\_\_\_

Spring Inspection By: \_\_\_\_\_ Spring Inspection Date: \_\_\_\_\_

Fall Inspection By: \_\_\_\_\_ Fall Inspection Date: \_\_\_\_\_

12 YEARS

✓ REMINDER: Check scuppers for any obstructions and remove debris.

WHERE TO LOOK	INSPECTION / ACTION ITEMS	SPRING	FALL	NOTES
Exterior Walls	Signs of leaks			
	Staining			
	Cracks or missing mortar			
Interior Walls	Signs of leaks			
Ceiling	Signs of leaks			
Interior Roof Deck	Signs of leaks			
	Deterioration			
	Biological growth			
Roof Edges	Deterioration			
Edging	Signs of leaks			
	Staining			
	Missing mortar			
	Check attachment			
	Paint any rusted metal			
	Re-caulk as necessary			
Expansion Joints	Signs of leaks			
	Excessive movement			
	Deterioration			
Field of Roof	Soft areas			
	Damage or deficiencies			
	Check attachment			
Penetrations	Check all pitch pans			
	Inspect all penetrations			
	Re-caulk as necessary			
	Check terminations			
Drainage System	Clean out scuppers			
	Clean out gutters and downspouts			
	Drains and strainers-attached			
	Make sure drains are working			
Curb Flashings	Check attachment			
	Check counter-flashings			
	Inspect for signs of movement			
HVAC Units	Check ductwork			
	Verify that doors are secure			
	Pipes			
	Sheet metal			
	Stands and bases			
Other	Surface contamination			
	Vandalism/Damage			
	Overburden			
	Roof needs cleaning			
	Walkway-Pads			

Building Address: \_\_\_\_\_ Warranty #: \_\_\_\_\_

Spring Inspection By: \_\_\_\_\_ Spring Inspection Date: \_\_\_\_\_

Fall Inspection By: \_\_\_\_\_ Fall Inspection Date: \_\_\_\_\_



If you have a 15-year warranty, it is recommended that manufacturer inspects your roof in year 13.

# 13 YEARS

WHERE TO LOOK	INSPECTION / ACTION ITEMS	INSPECTION	SPRING	FALL	NOTES
Exterior Walls	Signs of leaks				
	Staining				
	Cracks or missing mortar				
Interior Walls	Signs of leaks				
Ceiling	Signs of leaks				
Interior Roof Deck	Signs of leaks				
	Deterioration				
	Biological growth				
Roof Edges	Deterioration				
Edging	Signs of leaks				
	Staining				
	Missing mortar				
	Check attachment				
	Paint any rusted metal				
	Re-caulk as necessary				
Expansion Joints	Signs of leaks				
	Excessive movement				
	Deterioration				
Field of Roof	Soft areas				
	Damage or deficiencies				
	Check attachment				
Penetrations	Check all pitch pans				
	Inspect all penetrations				
	Re-caulk as necessary				
	Check terminations				
Drainage System	Clean out scuppers				
	Clean out gutters and downspouts				
	Drains and strainers-attached				
	Make sure drains are working				
Curb Flashings	Check attachment				
	Check counter-flashings				
	Inspect for signs of movement				
HVAC Units	Check ductwork				
	Verify that doors are secure				
	Pipes				
	Sheet metal				
	Stands and bases				
Other	Surface contamination				
	Vandalism/Damage				
	Overburden				
	Roof needs cleaning				
	Walkway-Pads				

Building Address: \_\_\_\_\_ Warranty #: \_\_\_\_\_

Spring Inspection By: \_\_\_\_\_ Spring Inspection Date: \_\_\_\_\_

Fall Inspection By: \_\_\_\_\_ Fall Inspection Date: \_\_\_\_\_

14 YEARS

✓ REMINDER: Inspect curb flashings for signs of movement.

WHERE TO LOOK	INSPECTION / ACTION ITEMS	SPRING	FALL	NOTES
Exterior Walls	Signs of leaks			
	Staining			
	Cracks or missing mortar			
Interior Walls	Signs of leaks			
Ceiling	Signs of leaks			
Interior Roof Deck	Signs of leaks			
	Deterioration			
	Biological growth			
Roof Edges	Deterioration			
Edging	Signs of leaks			
	Staining			
	Missing mortar			
	Check attachment			
	Paint any rusted metal			
	Re-caulk as necessary			
Expansion Joints	Signs of leaks			
	Excessive movement			
	Deterioration			
Field of Roof	Soft areas			
	Damage or deficiencies			
	Check attachment			
Penetrations	Check all pitch pans			
	Inspect all penetrations			
	Re-caulk as necessary			
	Check terminations			
Drainage System	Clean out scuppers			
	Clean out gutters and downspouts			
	Drains and strainers-attached			
	Make sure drains are working			
Curb Flashings	Check attachment			
	Check counter-flashings			
	Inspect for signs of movement			
HVAC Units	Check ductwork			
	Verify that doors are secure			
	Pipes			
	Sheet metal			
	Stands and bases			
Other	Surface contamination			
	Vandalism/Damage			
	Overburden			
	Roof needs cleaning			
	Walkway-Pads			

Building Address: \_\_\_\_\_ Warranty #: \_\_\_\_\_

Spring Inspection By: \_\_\_\_\_ Spring Inspection Date: \_\_\_\_\_

Fall Inspection By: \_\_\_\_\_ Fall Inspection Date: \_\_\_\_\_



If you have a 20-Year NDL Supreme Warranty, or a 25 or 30-Year NDL Warranty, **your roof must be inspected by manufacturer in year 15**. It is recommended that 20-Year NDL Warranties also be inspected by manufacturer in year 15.

# 15 YEARS

WHERE TO LOOK	INSPECTION / ACTION ITEMS	INSPECTION	SPRING	FALL	NOTES
Exterior Walls	Signs of leaks				
	Staining				
	Cracks or missing mortar				
Interior Walls	Signs of leaks				
Ceiling	Signs of leaks				
Interior Roof Deck	Signs of leaks				
	Deterioration				
	Biological growth				
Roof Edges	Deterioration				
Edging	Signs of leaks				
	Staining				
	Missing mortar				
	Check attachment				
	Paint any rusted metal				
	Re-caulk as necessary				
Expansion Joints	Signs of leaks				
	Excessive movement				
	Deterioration				
Field of Roof	Soft areas				
	Damage or deficiencies				
	Check attachment				
Penetrations	Check all pitch pans				
	Inspect all penetrations				
	Re-caulk as necessary				
	Check terminations				
Drainage System	Clean out scuppers				
	Clean out gutters and downspouts				
	Drains and strainers-attached				
	Make sure drains are working				
Curb Flashings	Check attachment				
	Check counter-flashings				
	Inspect for signs of movement				
HVAC Units	Check ductwork				
	Verify that doors are secure				
	Pipes				
	Sheet metal				
	Stands and bases				
Other	Surface contamination				
	Vandalism/Damage				
	Overburden				
	Roof needs cleaning				
	Walkway-Pads				

Building Address: \_\_\_\_\_ Warranty #: \_\_\_\_\_

Spring Inspection By: \_\_\_\_\_ Spring Inspection Date: \_\_\_\_\_

Fall Inspection By: \_\_\_\_\_ Fall Inspection Date: \_\_\_\_\_

# 16 YEARS

✓ **REMINDER:** Check rooftop for environmental contamination and clean as necessary.

WHERE TO LOOK	INSPECTION / ACTION ITEMS	SPRING	FALL	NOTES
Exterior Walls	Signs of leaks			
	Staining			
	Cracks or missing mortar			
Interior Walls	Signs of leaks			
Ceiling	Signs of leaks			
Interior Roof Deck	Signs of leaks			
	Deterioration			
	Biological growth			
Roof Edges	Deterioration			
Edging	Signs of leaks			
	Staining			
	Missing mortar			
	Check attachment			
	Paint any rusted metal			
	Re-caulk as necessary			
Expansion Joints	Signs of leaks			
	Excessive movement			
	Deterioration			
Field of Roof	Soft areas			
	Damage or deficiencies			
	Check attachment			
Penetrations	Check all pitch pans			
	Inspect all penetrations			
	Re-caulk as necessary			
	Check terminations			
Drainage System	Clean out scuppers			
	Clean out gutters and downspouts			
	Drains and strainers-attached			
	Make sure drains are working			
Curb Flashings	Check attachment			
	Check counter-flashings			
	Inspect for signs of movement			
HVAC Units	Check ductwork			
	Verify that doors are secure			
	Pipes			
	Sheet metal			
	Stands and bases			
Other	Surface contamination			
	Vandalism/Damage			
	Overburden			
	Roof needs cleaning			
	Walkway-Pads			

Building Address: \_\_\_\_\_ Warranty #: \_\_\_\_\_

Spring Inspection By: \_\_\_\_\_ Spring Inspection Date: \_\_\_\_\_

Fall Inspection By: \_\_\_\_\_ Fall Inspection Date: \_\_\_\_\_

✓ **REMINDER:** Check expansion joints for signs of excessive movement and leaks.

# 17 YEARS

WHERE TO LOOK	INSPECTION / ACTION ITEMS	SPRING	FALL	NOTES
Exterior Walls	Signs of leaks			
	Staining			
	Cracks or missing mortar			
Interior Walls	Signs of leaks			
Ceiling	Signs of leaks			
Interior Roof Deck	Signs of leaks			
	Deterioration			
	Biological growth			
Roof Edges	Deterioration			
Edging	Signs of leaks			
	Staining			
	Missing mortar			
	Check attachment			
	Paint any rusted metal			
	Re-caulk as necessary			
Expansion Joints	Signs of leaks			
	Excessive movement			
	Deterioration			
Field of Roof	Soft areas			
	Damage or deficiencies			
	Check attachment			
Penetrations	Check all pitch pans			
	Inspect all penetrations			
	Re-caulk as necessary			
	Check terminations			
Drainage System	Clean out scuppers			
	Clean out gutters and downspouts			
	Drains and strainers-attached			
	Make sure drains are working			
Curb Flashings	Check attachment			
	Check counter-flashings			
	Inspect for signs of movement			
HVAC Units	Check ductwork			
	Verify that doors are secure			
	Pipes			
	Sheet metal			
	Stands and bases			
Other	Surface contamination			
	Vandalism/Damage			
	Overburden			
	Roof needs cleaning			
	Walkway-Pads			

Building Address: \_\_\_\_\_ Warranty #: \_\_\_\_\_

Spring Inspection By: \_\_\_\_\_ Spring Inspection Date: \_\_\_\_\_

Fall Inspection By: \_\_\_\_\_ Fall Inspection Date: \_\_\_\_\_

# 18 YEARS

If you have a 20-Year NDL Supreme Warranty, **your roof must be inspected by manufacturer in year 18.** It is recommended that 20-Year NDL Warranties also be inspected by manufacturer in year 18.



WHERE TO LOOK	INSPECTION / ACTION ITEMS	INSPECTION	SPRING	FALL	NOTES
Exterior Walls	Signs of leaks				
	Staining				
	Cracks or missing mortar				
Interior Walls	Signs of leaks				
Ceiling	Signs of leaks				
Interior Roof Deck	Signs of leaks				
	Deterioration				
	Biological growth				
Roof Edges	Deterioration				
Edging	Signs of leaks				
	Staining				
	Missing mortar				
	Check attachment				
	Paint any rusted metal				
	Re-caulk as necessary				
Expansion Joints	Signs of leaks				
	Excessive movement				
	Deterioration				
Field of Roof	Soft areas				
	Damage or deficiencies				
	Check attachment				
Penetrations	Check all pitch pans				
	Inspect all penetrations				
	Re-caulk as necessary				
	Check terminations				
Drainage System	Clean out scuppers				
	Clean out gutters and downspouts				
	Drains and strainers-attached				
	Make sure drains are working				
Curb Flashings	Check attachment				
	Check counter-flashings				
	Inspect for signs of movement				
HVAC Units	Check ductwork				
	Verify that doors are secure				
	Pipes				
	Sheet metal				
	Stands and bases				
Other	Surface contamination				
	Vandalism/Damage				
	Overburden				
	Roof needs cleaning				
	Walkway-Pads				

Building Address: \_\_\_\_\_ Warranty #: \_\_\_\_\_

Spring Inspection By: \_\_\_\_\_ Spring Inspection Date: \_\_\_\_\_

Fall Inspection By: \_\_\_\_\_ Fall Inspection Date: \_\_\_\_\_

✓ **REMINDER:** Check interior walls and ceiling for signs of leaks.

# 19 YEARS

WHERE TO LOOK	INSPECTION / ACTION ITEMS	SPRING	FALL	NOTES
Exterior Walls	Signs of leaks			
	Staining			
	Cracks or missing mortar			
Interior Walls	Signs of leaks			
Ceiling	Signs of leaks			
Interior Roof Deck	Signs of leaks			
	Deterioration			
	Biological growth			
Roof Edges	Deterioration			
Edging	Signs of leaks			
	Staining			
	Missing mortar			
	Check attachment			
	Paint any rusted metal			
	Re-caulk as necessary			
Expansion Joints	Signs of leaks			
	Excessive movement			
	Deterioration			
Field of Roof	Soft areas			
	Damage or deficiencies			
	Check attachment			
Penetrations	Check all pitch pans			
	Inspect all penetrations			
	Re-caulk as necessary			
	Check terminations			
Drainage System	Clean out scuppers			
	Clean out gutters and downspouts			
	Drains and strainers-attached			
	Make sure drains are working			
Curb Flashings	Check attachment			
	Check counter-flashings			
	Inspect for signs of movement			
HVAC Units	Check ductwork			
	Verify that doors are secure			
	Pipes			
	Sheet metal			
	Stands and bases			
Other	Surface contamination			
	Vandalism/Damage			
	Overburden			
	Roof needs cleaning			
	Walkway-Pads			

Building Address: \_\_\_\_\_ Warranty #: \_\_\_\_\_

Spring Inspection By: \_\_\_\_\_ Spring Inspection Date: \_\_\_\_\_

Fall Inspection By: \_\_\_\_\_ Fall Inspection Date: \_\_\_\_\_

**20 YEARS**If you have a 25 or 30-Year NDL Warranty, **your roof must be inspected by manufacturer in year 20**

WHERE TO LOOK	INSPECTION / ACTION ITEMS	INSPECTION	SPRING	FALL	NOTES
Exterior Walls	Signs of leaks				
	Staining				
	Cracks or missing mortar				
Interior Walls	Signs of leaks				
Ceiling	Signs of leaks				
Interior Roof Deck	Signs of leaks				
	Deterioration				
	Biological growth				
Roof Edges	Deterioration				
Edging	Signs of leaks				
	Staining				
	Missing mortar				
	Check attachment				
	Paint any rusted metal				
	Re-caulk as necessary				
Expansion Joints	Signs of leaks				
	Excessive movement				
	Deterioration				
Field of Roof	Soft areas				
	Damage or deficiencies				
	Check attachment				
Penetrations	Check all pitch pans				
	Inspect all penetrations				
	Re-caulk as necessary				
	Check terminations				
Drainage System	Clean out scuppers				
	Clean out gutters and downspouts				
	Drains and strainers-attached				
	Make sure drains are working				
Curb Flashings	Check attachment				
	Check counter-flashings				
	Inspect for signs of movement				
HVAC Units	Check ductwork				
	Verify that doors are secure				
	Pipes				
	Sheet metal				
	Stands and bases				
Other	Surface contamination				
	Vandalism/Damage				
	Overburden				
	Roof needs cleaning				
	Walkway-Pads				

Building Address: \_\_\_\_\_ Warranty #: \_\_\_\_\_

Spring Inspection By: \_\_\_\_\_ Spring Inspection Date: \_\_\_\_\_

Fall Inspection By: \_\_\_\_\_ Fall Inspection Date: \_\_\_\_\_

✓ **REMINDER:** Check edge metal for rusted metal and paint as needed.

# 21 YEARS

WHERE TO LOOK	INSPECTION / ACTION ITEMS	SPRING	FALL	NOTES
Exterior Walls	Signs of leaks			
	Staining			
	Cracks or missing mortar			
Interior Walls	Signs of leaks			
Ceiling	Signs of leaks			
Interior Roof Deck	Signs of leaks			
	Deterioration			
	Biological growth			
Roof Edges	Deterioration			
Edging	Signs of leaks			
	Staining			
	Missing mortar			
	Check attachment			
	Paint any rusted metal			
	Re-caulk as necessary			
Expansion Joints	Signs of leaks			
	Excessive movement			
	Deterioration			
Field of Roof	Soft areas			
	Damage or deficiencies			
	Check attachment			
Penetrations	Check all pitch pans			
	Inspect all penetrations			
	Re-caulk as necessary			
	Check terminations			
Drainage System	Clean out scuppers			
	Clean out gutters and downspouts			
	Drains and strainers-attached			
	Make sure drains are working			
Curb Flashings	Check attachment			
	Check counter-flashings			
	Inspect for signs of movement			
HVAC Units	Check ductwork			
	Verify that doors are secure			
	Pipes			
	Sheet metal			
	Stands and bases			
Other	Surface contamination			
	Vandalism/Damage			
	Overburden			
	Roof needs cleaning			
	Walkway-Pads			

Building Address: \_\_\_\_\_ Warranty #: \_\_\_\_\_

Spring Inspection By: \_\_\_\_\_ Spring Inspection Date: \_\_\_\_\_

Fall Inspection By: \_\_\_\_\_ Fall Inspection Date: \_\_\_\_\_

22 YEARS

✓ **REMINDER:** Check rooftop HVAC units to ensure all pipes and connections are secure.

WHERE TO LOOK	INSPECTION / ACTION ITEMS	SPRING	FALL	NOTES
Exterior Walls	Signs of leaks			
	Staining			
	Cracks or missing mortar			
Interior Walls	Signs of leaks			
Ceiling	Signs of leaks			
Interior Roof Deck	Signs of leaks			
	Deterioration			
	Biological growth			
Roof Edges	Deterioration			
Edging	Signs of leaks			
	Staining			
	Missing mortar			
	Check attachment			
	Paint any rusted metal			
	Re-caulk as necessary			
Expansion Joints	Signs of leaks			
	Excessive movement			
	Deterioration			
Field of Roof	Soft areas			
	Damage or deficiencies			
	Check attachment			
Penetrations	Check all pitch pans			
	Inspect all penetrations			
	Re-caulk as necessary			
	Check terminations			
Drainage System	Clean out scuppers			
	Clean out gutters and downspouts			
	Drains and strainers-attached			
	Make sure drains are working			
Curb Flashings	Check attachment			
	Check counter-flashings			
	Inspect for signs of movement			
HVAC Units	Check ductwork			
	Verify that doors are secure			
	Pipes			
	Sheet metal			
	Stands and bases			
Other	Surface contamination			
	Vandalism/Damage			
	Overburden			
	Roof needs cleaning			
	Walkway-Pads			

Building Address: \_\_\_\_\_ Warranty #: \_\_\_\_\_

Spring Inspection By: \_\_\_\_\_ Spring Inspection Date: \_\_\_\_\_

Fall Inspection By: \_\_\_\_\_ Fall Inspection Date: \_\_\_\_\_



If you have a 25-Year NDL Warranty, **your roof must be inspected by manufacturer in year 23.**

**23 YEARS**

WHERE TO LOOK	INSPECTION / ACTION ITEMS	INSPECTION	SPRING	FALL	NOTES
Exterior Walls	Signs of leaks				
	Staining				
	Cracks or missing mortar				
Interior Walls	Signs of leaks				
Ceiling	Signs of leaks				
Interior Roof Deck	Signs of leaks				
	Deterioration				
	Biological growth				
Roof Edges	Deterioration				
Edging	Signs of leaks				
	Staining				
	Missing mortar				
	Check attachment				
	Paint any rusted metal				
	Re-caulk as necessary				
Expansion Joints	Signs of leaks				
	Excessive movement				
	Deterioration				
Field of Roof	Soft areas				
	Damage or deficiencies				
	Check attachment				
Penetrations	Check all pitch pans				
	Inspect all penetrations				
	Re-caulk as necessary				
	Check terminations				
Drainage System	Clean out scuppers				
	Clean out gutters and downspouts				
	Drains and strainers-attached				
	Make sure drains are working				
Curb Flashings	Check attachment				
	Check counter-flashings				
	Inspect for signs of movement				
HVAC Units	Check ductwork				
	Verify that doors are secure				
	Pipes				
	Sheet metal				
	Stands and bases				
Other	Surface contamination				
	Vandalism/Damage				
	Overburden				
	Roof needs cleaning				
	Walkway-Pads				

Building Address: \_\_\_\_\_ Warranty #: \_\_\_\_\_

Spring Inspection By: \_\_\_\_\_ Spring Inspection Date: \_\_\_\_\_

Fall Inspection By: \_\_\_\_\_ Fall Inspection Date: \_\_\_\_\_

24 YEARS

✓ REMINDER: Inspect drains and remove any debris to allow for maximum flow.

WHERE TO LOOK	INSPECTION / ACTION ITEMS	SPRING	FALL	NOTES
Exterior Walls	Signs of leaks			
	Staining			
	Cracks or missing mortar			
Interior Walls	Signs of leaks			
Ceiling	Signs of leaks			
Interior Roof Deck	Signs of leaks			
	Deterioration			
	Biological growth			
Roof Edges	Deterioration			
Edging	Signs of leaks			
	Staining			
	Missing mortar			
	Check attachment			
	Paint any rusted metal			
	Re-caulk as necessary			
Expansion Joints	Signs of leaks			
	Excessive movement			
	Deterioration			
Field of Roof	Soft areas			
	Damage or deficiencies			
	Check attachment			
Penetrations	Check all pitch pans			
	Inspect all penetrations			
	Re-caulk as necessary			
	Check terminations			
Drainage System	Clean out scuppers			
	Clean out gutters and downspouts			
	Drains and strainers-attached			
	Make sure drains are working			
Curb Flashings	Check attachment			
	Check counter-flashings			
	Inspect for signs of movement			
HVAC Units	Check ductwork			
	Verify that doors are secure			
	Pipes			
	Sheet metal			
	Stands and bases			
Other	Surface contamination			
	Vandalism/Damage			
	Overburden			
	Roof needs cleaning			
	Walkway-Pads			

Building Address: \_\_\_\_\_ Warranty #: \_\_\_\_\_

Spring Inspection By: \_\_\_\_\_ Spring Inspection Date: \_\_\_\_\_

Fall Inspection By: \_\_\_\_\_ Fall Inspection Date: \_\_\_\_\_



If you have a 30-Year NDL Warranty, **your roof must be inspected by Manufacturer in year 25.**

**25 YEARS**

WHERE TO LOOK	INSPECTION / ACTION ITEMS	INSPECTION	SPRING	FALL	NOTES
Exterior Walls	Signs of leaks				
	Staining				
	Cracks or missing mortar				
Interior Walls	Signs of leaks				
Ceiling	Signs of leaks				
Interior Roof Deck	Signs of leaks				
	Deterioration				
	Biological growth				
Roof Edges	Deterioration				
Edging	Signs of leaks				
	Staining				
	Missing mortar				
	Check attachment				
	Paint any rusted metal				
	Re-caulk as necessary				
Expansion Joints	Signs of leaks				
	Excessive movement				
	Deterioration				
Field of Roof	Soft areas				
	Damage or deficiencies				
	Check attachment				
Penetrations	Check all pitch pans				
	Inspect all penetrations				
	Re-caulk as necessary				
	Check terminations				
Drainage System	Clean out scuppers				
	Clean out gutters and downspouts				
	Drains and strainers-attached				
	Make sure drains are working				
Curb Flashings	Check attachment				
	Check counter-flashings				
	Inspect for signs of movement				
HVAC Units	Check ductwork				
	Verify that doors are secure				
	Pipes				
	Sheet metal				
	Stands and bases				
Other	Surface contamination				
	Vandalism/Damage				
	Overburden				
	Roof needs cleaning				
	Walkway-Pads				

Building Address: \_\_\_\_\_ Warranty #: \_\_\_\_\_

Spring Inspection By: \_\_\_\_\_ Spring Inspection Date: \_\_\_\_\_

Fall Inspection By: \_\_\_\_\_ Fall Inspection Date: \_\_\_\_\_

26 YEARS

✓ REMINDER: Ensure walkway-pads remain securely welded to the rooftop.

WHERE TO LOOK	INSPECTION / ACTION ITEMS	SPRING	FALL	NOTES
Exterior Walls	Signs of leaks			
	Staining			
	Cracks or missing mortar			
Interior Walls	Signs of leaks			
Ceiling	Signs of leaks			
Interior Roof Deck	Signs of leaks			
	Deterioration			
	Biological growth			
Roof Edges	Deterioration			
Edging	Signs of leaks			
	Staining			
	Missing mortar			
	Check attachment			
	Paint any rusted metal			
	Re-caulk as necessary			
Expansion Joints	Signs of leaks			
	Excessive movement			
	Deterioration			
Field of Roof	Soft areas			
	Damage or deficiencies			
	Check attachment			
Penetrations	Check all pitch pans			
	Inspect all penetrations			
	Re-caulk as necessary			
	Check terminations			
Drainage System	Clean out scuppers			
	Clean out gutters and downspouts			
	Drains and strainers-attached			
	Make sure drains are working			
Curb Flashings	Check attachment			
	Check counter-flashings			
	Inspect for signs of movement			
HVAC Units	Check ductwork			
	Verify that doors are secure			
	Pipes			
	Sheet metal			
	Stands and bases			
Other	Surface contamination			
	Vandalism/Damage			
	Overburden			
	Roof needs cleaning			
	Walkway-Pads			

Building Address: \_\_\_\_\_ Warranty #: \_\_\_\_\_

Spring Inspection By: \_\_\_\_\_ Spring Inspection Date: \_\_\_\_\_

Fall Inspection By: \_\_\_\_\_ Fall Inspection Date: \_\_\_\_\_

✓ **REMINDER:** Check all perimeter edging for signs of straining.

# 27 YEARS

WHERE TO LOOK	INSPECTION / ACTION ITEMS	SPRING	FALL	NOTES
Exterior Walls	Signs of leaks			
	Staining			
	Cracks or missing mortar			
Interior Walls	Signs of leaks			
Ceiling	Signs of leaks			
Interior Roof Deck	Signs of leaks			
	Deterioration			
	Biological growth			
Roof Edges	Deterioration			
Edging	Signs of leaks			
	Staining			
	Missing mortar			
	Check attachment			
	Paint any rusted metal			
	Re-caulk as necessary			
Expansion Joints	Signs of leaks			
	Excessive movement			
	Deterioration			
Field of Roof	Soft areas			
	Damage or deficiencies			
	Check attachment			
Penetrations	Check all pitch pans			
	Inspect all penetrations			
	Re-caulk as necessary			
	Check terminations			
Drainage System	Clean out scuppers			
	Clean out gutters and downspouts			
	Drains and strainers-attached			
	Make sure drains are working			
Curb Flashings	Check attachment			
	Check counter-flashings			
	Inspect for signs of movement			
HVAC Units	Check ductwork			
	Verify that doors are secure			
	Pipes			
	Sheet metal			
Other	Stands and bases			
	Surface contamination			
	Vandalism/Damage			
	Overburden			
	Roof needs cleaning			
	Walkway-Pads			

Building Address: \_\_\_\_\_ Warranty #: \_\_\_\_\_

Spring Inspection By: \_\_\_\_\_ Spring Inspection Date: \_\_\_\_\_

Fall Inspection By: \_\_\_\_\_ Fall Inspection Date: \_\_\_\_\_

**28 YEARS**If you have a 30-Year NDL Warranty, **your roof must be inspected by manufacturer in year 28.**

WHERE TO LOOK	INSPECTION / ACTION ITEMS	INSPECTION	SPRING	FALL	NOTES
Exterior Walls	Signs of leaks				
	Staining				
	Cracks or missing mortar				
Interior Walls	Signs of leaks				
Ceiling	Signs of leaks				
Interior Roof Deck	Signs of leaks				
	Deterioration				
	Biological growth				
Roof Edges	Deterioration				
Edging	Signs of leaks				
	Staining				
	Missing mortar				
	Check attachment				
	Paint any rusted metal				
	Re-caulk as necessary				
Expansion Joints	Signs of leaks				
	Excessive movement				
	Deterioration				
Field of Roof	Soft areas				
	Damage or deficiencies				
	Check attachment				
Penetrations	Check all pitch pans				
	Inspect all penetrations				
	Re-caulk as necessary				
	Check terminations				
Drainage System	Clean out scuppers				
	Clean out gutters and downspouts				
	Drains and strainers-attached				
	Make sure drains are working				
Curb Flashings	Check attachment				
	Check counter-flashings				
	Inspect for signs of movement				
HVAC Units	Check ductwork				
	Verify that doors are secure				
	Pipes				
	Sheet metal				
Other	Stands and bases				
	Surface contamination				
	Vandalism/Damage				
	Overburden				
	Roof needs cleaning				
	Walkway-Pads				

Building Address: \_\_\_\_\_ Warranty #: \_\_\_\_\_

Spring Inspection By: \_\_\_\_\_ Spring Inspection Date: \_\_\_\_\_

Fall Inspection By: \_\_\_\_\_ Fall Inspection Date: \_\_\_\_\_

✓ **REMINDER:** Check exterior walls for signs of leaks.

29 YEARS

WHERE TO LOOK	INSPECTION / ACTION ITEMS	SPRING	FALL	NOTES
Exterior Walls	Signs of leaks			
	Staining			
	Cracks or missing mortar			
Interior Walls	Signs of leaks			
Ceiling	Signs of leaks			
Interior Roof Deck	Signs of leaks			
	Deterioration			
	Biological growth			
Roof Edges	Deterioration			
Edging	Signs of leaks			
	Staining			
	Missing mortar			
	Check attachment			
	Paint any rusted metal			
	Re-caulk as necessary			
Expansion Joints	Signs of leaks			
	Excessive movement			
	Deterioration			
Field of Roof	Soft areas			
	Damage or deficiencies			
	Check attachment			
Penetrations	Check all pitch pans			
	Inspect all penetrations			
	Re-caulk as necessary			
	Check terminations			
Drainage System	Clean out scuppers			
	Clean out gutters and downspouts			
	Drains and strainers-attached			
	Make sure drains are working			
Curb Flashings	Check attachment			
	Check counter-flashings			
	Inspect for signs of movement			
HVAC Units	Check ductwork			
	Verify that doors are secure			
	Pipes			
	Sheet metal			
	Stands and bases			
Other	Surface contamination			
	Vandalism/Damage			
	Overburden			
	Roof needs cleaning			
	Walkway-Pads			

Building Address: \_\_\_\_\_ Warranty #: \_\_\_\_\_

Spring Inspection By: \_\_\_\_\_ Spring Inspection Date: \_\_\_\_\_

Fall Inspection By: \_\_\_\_\_ Fall Inspection Date: \_\_\_\_\_

## 30 YEARS

✓ REMINDER: Check roof field for damage or deficiencies.

WHERE TO LOOK	INSPECTION / ACTION ITEMS	SPRING	FALL	NOTES
Exterior Walls	Signs of leaks			
	Staining			
	Cracks or missing mortar			
Interior Walls	Signs of leaks			
Ceiling	Signs of leaks			
Interior Roof Deck	Signs of leaks			
	Deterioration			
	Biological growth			
Roof Edges	Deterioration			
Edging	Signs of leaks			
	Staining			
	Missing mortar			
	Check attachment			
	Paint any rusted metal			
	Re-caulk as necessary			
Expansion Joints	Signs of leaks			
	Excessive movement			
	Deterioration			
Field of Roof	Soft areas			
	Damage or deficiencies			
	Check attachment			
Penetrations	Check all pitch pans			
	Inspect all penetrations			
	Re-caulk as necessary			
	Check terminations			
Drainage System	Clean out scuppers			
	Clean out gutters and downspouts			
	Drains and strainers-attached			
	Make sure drains are working			
Curb Flashings	Check attachment			
	Check counter-flashings			
	Inspect for signs of movement			
HVAC Units	Check ductwork			
	Verify that doors are secure			
	Pipes			
	Sheet metal			
	Stands and bases			
Other	Surface contamination			
	Vandalism/Damage			
	Overburden			
	Roof needs cleaning			
	Walkway-Pads			

Building Address: \_\_\_\_\_ Warranty #: \_\_\_\_\_

Spring Inspection By: \_\_\_\_\_ Spring Inspection Date: \_\_\_\_\_

Fall Inspection By: \_\_\_\_\_ Fall Inspection Date: \_\_\_\_\_

OWNER'S MAINTENANCE CHECKLIST

WHERE TO LOOK	INSPECTION / ACTION ITEMS	INSPECTION	SPRING	FALL	NOTES
Exterior Walls	Signs of leaks				
	Staining				
	Cracks or missing mortar				
Interior Walls	Signs of leaks				
Ceiling	Signs of leaks				
Interior Roof Deck	Signs of leaks				
	Deterioration				
	Biological growth				
Roof Edges	Deterioration				
Edging	Signs of leaks				
	Staining				
	Missing mortar				
	Check attachment				
	Paint any rusted metal				
	Re-caulk as necessary				
Expansion Joints	Signs of leaks				
	Excessive movement				
	Deterioration				
Field of Roof	Soft areas				
	Damage or deficiencies				
	Check attachment				
Penetrations	Check all pitch pans				
	Inspect all penetrations				
	Re-caulk as necessary				
	Check terminations				
Drainage System	Clean out scuppers				
	Clean out gutters and downspouts				
	Drains and strainers-attached				
	Make sure drains are working				
Curb Flashings	Check attachment				
	Check counter-flashings				
	Inspect for signs of movement				
HVAC Units	Check ductwork				
	Verify that doors are secure				
	Pipes				
	Sheet metal				
	Stands and bases				
Other	Surface contamination				
	Vandalism/Damage				
	Overburden				
	Roof needs cleaning				
	Walkway-Pads				

Building Address: \_\_\_\_\_ Warranty #: \_\_\_\_\_

Spring Inspection By: \_\_\_\_\_ Spring Inspection Date: \_\_\_\_\_

Fall Inspection By: \_\_\_\_\_ Fall Inspection Date: \_\_\_\_\_



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