



# ROOF MAINTENANCE SCHEDULE

## BUILT UP ROOFING

This document provides guidance to building owners/lease holders on 'good house keeping' procedures required to ensure that your roof is maintained in good condition and must be carried out twice yearly (Spring and Autumn). This will ensure any potential problems are identified early on.

### 1) Health and Safety

Ensure safe access is available and that all relevant health and safety procedures are followed.

### 2) General

- Debris: Leaves, surplus building materials and stored goods etc. must all be removed.  
*NB Removal of leaves should be considered a seasonal item and carried out at the end of autumn.*
- Any overhanging trees or shrubs should be trimmed back.
- Inspect gutters and outlets individually, clean gratings/wire balloons, replace as necessary.
- Ensure all down pipes are clear of blockages and are free-flowing (do not dispose of debris down the outlets).
- Ensure lead flashings and mastic sealants in good condition and securely fixed.

### 3) Visual Check

Note general condition of roof and check for the following:

- Mechanical damage
- Loose or unsecured laps
- Loose or sagging vertical upstands or skirtings
- Damage to glazing/roof lights
- Condition of mastic sealant/s where used
- Inspect flashings, trims and cappings for security
- Inspect pointing to flashings

### 4) Plant / equipment

- Check that any free-standing plant is still on its supports and that the sacrificial piece of membrane is in place.
- (If applicable) check that any new plant/services that may have been installed is correctly mounted on slabs and that any fixings are not penetrating the waterproofing system.

### 5) Procedure

With the exception of general items; in order not to invalidate the guarantee, any items must be reported to either the roofing contractor who carried out the original installation or Langley Waterproofing Systems Ltd. When reporting, please provide a 'marked up' roof plan to ensure accurate identification of the affected area/s.

#### Langley Waterproofing Systems Ltd

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