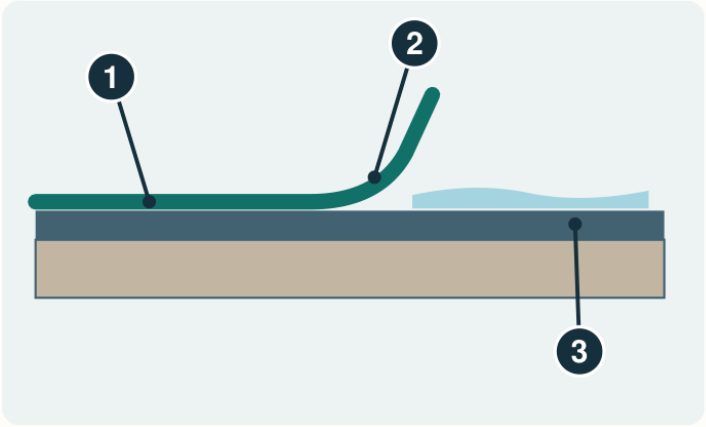
ROOF MAINTENANCE HANDBOOK

Coated roofing

Acrylic, silicone and urethane coatings protect an existing roof. A bright, clean finish can still hide a weak seam or wet insulation. Locate the coating record and identify what is underneath: metal, foam or a membrane. The maintenance plan needs to account for both layers.

Locate the layer that is peeling



1. **Topcoat**
   Record bare spots and wear along service paths.
2. **Lifted edge**
   A roofer checks where the bond failed.
3. **Existing coating**
   Identify the old system before selecting a recoat.

Section through a coated roof shows a lifted topcoat, an exposed older coating and a shallow area holding water. A roofer verifies materials and adhesion.

Set up your roof record

Identify the roof

Gather the installation and repair dates, roof plan, product names, installer contact and written warranty. If any are missing, ask the roofer to identify the assembly at the first visit.

Choose inspection points

Sketch the building and give each roof section a name. Mark where water exits, where equipment sits and any rooms with a leak history. Take dated starting photos from safe ground or interior locations.

Assign a contact

Write down who checks the building after bad weather, who can authorize repairs and whom to call if water enters. Keep those details with the roof record.

INSPECTION CHECKLIST

What to check

Start from the ground and inside the building. Ask a qualified roofing crew to photograph details that require roof access. Use the same viewing points on each visit.

Start a coating record

File the system name, base and topcoat, application date, repair map, warranty and maintenance instructions. Save the original inspection and thickness records. Give this file to anyone proposing a cleaner, sealant or recoat.

Map wear by location

Ask for dated photos of walk paths, ridges, seams and equipment curbs. Record where the basecoat, fabric, foam or metal shows through, and where film flakes or lifts. A color change alone does not establish coating failure.

Keep outlets and condensate lines working

Watch outlet discharge from the ground and mark persistent puddles from inspection photos. Note whether water returns in dry weather when cooling equipment runs. Coordinate repairs to the drain or condensate line before recoating.

Arrange the right cleaning

Ask the system manufacturer or installer for the allowed cleaner, method and runoff precautions. Have a qualified crew remove debris and deposits. Avoid improvised solvents, aggressive scrubbing and pressure washing that could lift the finish.

Control roof traffic

Keep an HVAC and vendor visit log. Ask crews to use designated walkways, protect the finish under equipment and remove loose parts. Record fresh scuffs, cuts or grease spills with the vendor visit date.

Check joints and transitions

Review close-ups around pipe boots, wall flashings, seams, fasteners and old patches. Note whether a crack stays within the film or follows a moving joint. Request a contractor inspection before a broad new coat conceals it.

Record the change. Take one wide photo to locate the area and one closer view if you can do so safely. Mark the location and date on your plan. Record a dry observation as well as one after rain.

MAINTENANCE CALENDAR

Build a routine

Set recurring dates for spring and fall reviews, then add checks after severe weather, leaks or work by other trades. Follow any inspection and notice intervals in the written warranty.

Spring

Schedule a qualified inspection after winter. Compare coating wear, cracks, drain flow and older detail repairs with earlier photos. Order system-compatible repairs while the damaged areas are still localized.

Fall

Arrange debris removal and confirm drains and gutter outlets are open. Review upcoming recoat or warranty inspection dates. Keep completed inspection reports with the original system documents.

After hail, high wind or mechanical work

Record the date and location of cuts, dents or displaced equipment. Have suspect areas checked for a breach in the finish and damage to the roof below. Keep everyone off wet, slippery coating.

Who handles what?

Homeowner or property owner

Review the building from safe areas. File photos, set a repair budget and approve timely professional inspections. Tell the roofer about recurring leaks and past repairs.

Property manager

Maintain an access log and notify tenants when crews need a room or roof area. Track warranty notice deadlines, work orders and the person responsible for each open issue.

Maintenance staff

Log interior stains and drainage observations. Keep ground-level outlets clear where safely accessible. Document equipment service and ask contractors for before-and-after photos of penetrations and walkways.

Roofing contractor

Verify conditions that require roof access, moisture checks or material testing. Confirm the repair method and compatible products for this roof. Return a marked plan, photos and a written scope.

REPAIR DECISIONS

When something changes

If water is entering now, record the location and time and call the responsible manager or roofer. Keep people clear of water near electrical fixtures, a bulging or sagging ceiling, or loose material. Call emergency services if anyone faces immediate danger.

Acrylic peels in a place that stays wet
Note how long water remains after rain. Ask for a drainage investigation, a moisture check and identification of the failed layer. Product-specific ponding approvals govern any proposed treatment.

A patch peels away from an older silicone finish
Save product records and ask the contractor to identify both films. Before ordering another coating, require written compatibility guidance and representative adhesion tests after the proposed preparation.

The coating looks thin but the roof is dry inside
Ask the roofer to check local thickness, bond and the substrate, including heavily traveled areas. A compatible maintenance coat may be timely if the roof is dry and sound. Request a comparison with targeted detail repairs.

Ask for these details in writing

• Identify where the bond failed and document conditions underneath. Moisture screening or an infrared image can guide further checks. Verify suspect locations before defining tear-off.

• Ask how worn details, rust, wet material and drainage will be corrected before coating. Confirm the proposed system is approved for the actual existing finish.

• Obtain repair-day photos, product names and application checks. For a recoat, request coverage and film-thickness records, cure conditions, and the next inspection date.

Technical references

GAF • Roof Coatings Care and Preventative Maintenance www.gaf.com

GAF • Technical bulletin on ponding and acrylic-coated roofs www.gaf.com

Keep the roof-specific warranty, approved details and inspection reports with these references.

PRINTABLE AND FILLABLE LOG

Roof maintenance record

Use one copy for each observation or repair. Save the completed form with the matching photos and roof plan. Reopen the item after the next comparable rain or service visit to confirm the outcome.

Building / address

Roof section / interior room

Recorded by

Date and time

Weather / recent roof work

What changed? Include the exact location and first time observed.

Photo IDs / roof-plan marker / prior related entry

Action taken / person notified / work order or warranty claim number

Person responsible for follow-up

Follow-up due date

Result / repair date / date rechecked / next review