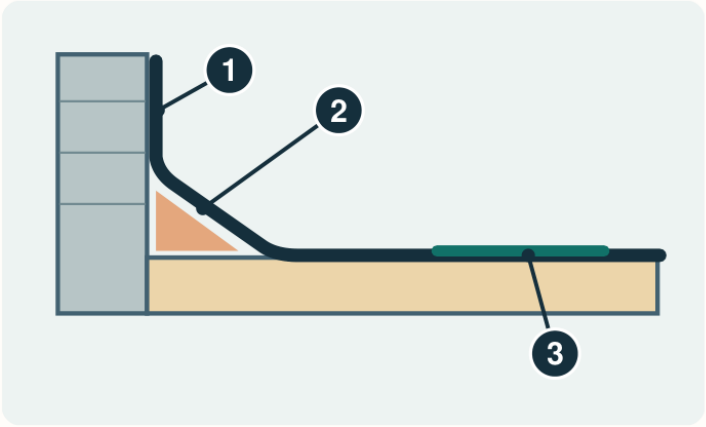
ROOF MAINTENANCE HANDBOOK

EPDM rubber

EPDM is a rubber sheet. Its seams are commonly taped or bonded, and the membrane may be fully adhered, mechanically attached or held down by ballast. Regular care centers on drainage, seams, perimeter attachment and protection from rooftop traffic.

Check an EPDM wall transition



1. **Wall flashing**
   Look for separation where rubber turns up.
2. **Bridged corner**
   Taut rubber spans a gap at the base of the wall.
3. **Field seam**
   Record lifted tape edges and changes over time.

Rubber flashing spans the inside wall corner rather than following it tightly. Tension can stress the flashing and adjacent seams.

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.

Record the attachment and layout

Use the roof documents to identify the system. Mark seams, pipes, drains and old repairs on a plan. With ballast or pavers, note which areas the last inspection could actually see.

Keep drainage functioning

Observe downspouts and overflow outlets from the ground after rain. Arrange safe removal of leaves and loose debris. On a ballasted roof, have the roofer keep stone out of drains without altering the designed ballast coverage.

Compare seam and corner photos

Look for peeling tape edges, open patch corners or membrane pulled tight across the bottom of a wall. Report the location. A tensioned corner needs an attachment check before a contractor decides how to repair the flashing.

Keep oils and unsuitable patches off the sheet

Coordinate equipment service and spill control with the maintenance lead. If petroleum products or another chemical reach the rubber, record the substance and contact the membrane manufacturer or roofer for cleanup and assessment.

Follow up on puncture risks

Track the routes used by mechanics and installers. Arrange protective walkways where repeated service causes wear. Ask crews to collect fasteners and photograph any damage immediately.

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 review of seams, edge restraint, pipe flashings and drain bowls. Compare corners with the last report to spot progressive pulling or newly open tape edges.

Fall

Arrange debris removal and check for branches that overhang the roof or gutter. Have trained staff or a roofer confirm strainers and overflow outlets are clear before seasonal rains.

After a wind event or equipment change

Photograph shifted ballast or pavers from a safe vantage and restrict traffic in the affected area until inspected. Send the roofer the storm date and the locations of recent service work.

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.

The rubber pulls away at a wall or pipe
Ask the roofer to evaluate movement and perimeter restraint along with the flashing. Pulling the sheet back by hand can damage an otherwise repairable detail.

A damp spot returns despite a previous seam patch
Compare timing with rain and equipment operation. Mark the patch and stain on the plan. Ask for an upstream investigation of neighboring seams, drains and wall flashing and confirmation of any wet insulation.

Ballast has moved and bare rubber is visible
Record the affected corner or edge and request a wind-damage review. Moving stone can expose or puncture the membrane. Let the qualified roofer inspect the sheet and restore the designed coverage.

Ask for these details in writing

• For an open seam or puncture, ask for an EPDM-compatible repair matched to the membrane and backed by documented surface preparation.

• If a recoat is proposed, ask what defect it solves. EPDM generally needs no special coating as routine upkeep. Confirm adhesion and manufacturer eligibility if a particular restoration is being considered.

• Before approving repeated repairs, compare the map of failures with moisture findings and attachment condition. Request a written distinction between isolated detail repairs and areas requiring removal.

Technical references

IBHS / RICOWI · Single-ply roof guide ibhs.org

EPDM Roofing Association · General maintenance questions epdmroofs.org

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