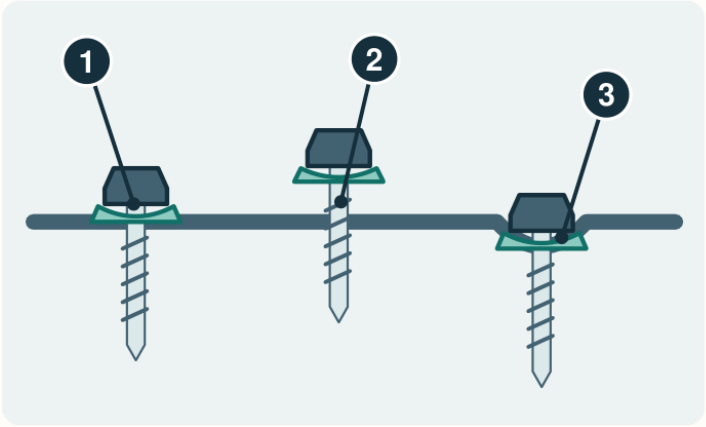
ROOF MAINTENANCE HANDBOOK

Metal

Begin with two things: which panel system you own and where rain should leave it. Exposed-fastener roofs have screws through the panel face. Standing-seam roofs usually attach with concealed clips. Record the profile, finish and installer before ordering service.

Exposed fasteners and their washers



1. **Even contact**
   Washer sits evenly against the metal.
2. **Gap below washer**
   An underdriven screw leaves a water path.
3. **Distorted seat**
   Compression can damage the washer or panel.

Three fasteners in cross section show an even washer seal, a gap under a raised washer and a distorted panel under an overdriven washer.

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.

Follow one slope to its outlet

From the ground, follow the roof edge to the gutter and downspout. During rain, note which outlet flows, where water spills and whether it spills toward the wall. Report recurring overflow even if the gutter was recently cleaned.

Look along the panel lines

Use binoculars or a zoom photo from a safe location. Mark lifted edges, uneven seams, loose trim or a new rust streak on a roof sketch. Give the roofer the panel row and nearest door or column.

Check the inside of the building

After rain, look for new staining at columns and exterior walls. Water can travel downhill on vinyl-faced insulation and drip at a joint. Mark the first wet spot, storm direction and time. Keep an older dry photo for comparison.

Keep the finish and drainage paths clear

Arrange professional removal of trapped leaves, metal filings and branches. Have overhanging limbs trimmed. For cleaning or touch-up, obtain the panel manufacturer's instructions for the actual finish, especially on salt-exposed buildings.

Control equipment changes

Before HVAC, solar or sign work, give the trade the roof plan. Have the roofer approve any new penetration or attachment. Ask for before-and-after photos of seams, flashings and the crew's access route.

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

Review winter stains and photos from a comparable dry day. Arrange a detailed inspection of seams, eave closures, flashings and fastener rows where wind or water has repeatedly reached the building.

Before leaf fall or storm season

Arrange gutter and outlet cleaning, confirm downspouts discharge away from the wall and schedule branch clearance. On the first substantial rain, record whether previously overflowing sections now drain.

After hail, high wind or rooftop work

Walk the perimeter once conditions are safe. Photograph displaced trim, punctures, debris or changes in panel shape. Ask for a contractor review before anyone straightens a seam or coats a damaged area.

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.

A rust halo is growing around several screws

Send a close zoom and a wider row photo. Ask the roofer to examine the sealing washer, hole and support beneath. Tightening every screw can crush washers and leave enlarged holes unresolved.

The gutter is clear but the wall gets wet

Record whether water overtops the back edge or runs behind the gutter. Ask the roofer to check eave flashing, profile-matched closures, gutter height, fall, outlet placement and capacity as a system.

Water appears indoors on cold, dry mornings

Record indoor humidity if available, equipment operation and elapsed time since rain. Ask for a condensation and insulation-facing review alongside the leak inspection before authorizing seam repairs.

Ask for these details in writing

• Request a marked photo plan separating isolated washer or trim defects from panel corrosion and loss of fastener grip.

• Have the roofer verify the correct ridge closure for the panel and ventilation design. Blocking a designed vent can create a second moisture problem.

• Before restoration, request evidence of sound panels, dry insulation, completed rust and seam repairs, and adhesion tests for the proposed finish.

Technical references

Metal Roofing Alliance: low-maintenance roofing www.metalroofing.com

IBHS / RICOWI: low-slope metal roofing ibhs.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