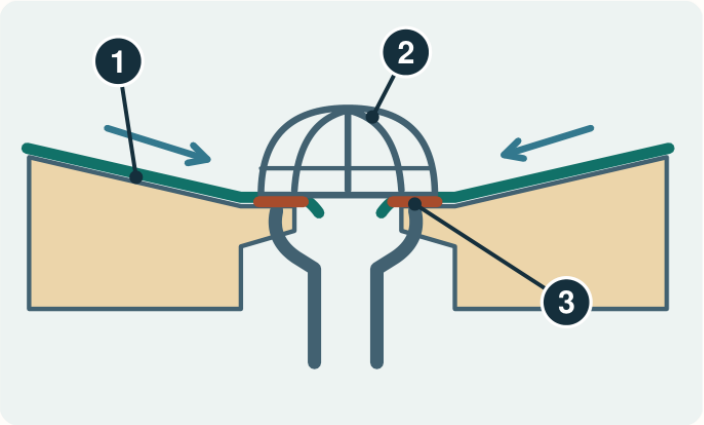
ROOF MAINTENANCE HANDBOOK

PVC

PVC roof sheets have heat-welded seams. Keep a record of the specific membrane, especially on buildings with kitchen exhaust, process chemicals or several roof additions. This gives the roofer a reliable starting point for cleaning, matching patches and checking older welds.

Trace runoff into a PVC roof drain



1. **Approach to drain**
   Record standing water that remains nearby.
2. **Drain strainer**
   Look for leaves or debris blocking the inlet.
3. **Clamping ring**
   A roofer checks the seal around the drain bowl.

Section at an internal drain. The roof slopes toward the strainer and the PVC membrane is secured at the bowl by a clamping ring.

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.

Identify each roof section

Save the installer invoice and membrane product name. Mark any roof additions and older patches on a plan. PVC and TPO can look alike, and adjoining areas may need different repair materials.

Track exhaust and spills

Map exhaust fans and any drains or scuppers downstream. Have equipment staff maintain grease collection and correct discharge problems. Record the name of any spilled product for the roofer. Use only cleaners approved for the installed PVC sheet.

Inspect bends and previous repairs

Ask for close photos of corners, pipe boots, curb bases and existing patches. Note splits, lifted edges or sheet pulling tight at a change in direction. Keep past photos so a new change is easy to identify.

Preserve clear drainage

From a safe vantage, observe the roof's discharge during rain and log any overflow or recurring pool. Have the service team clear debris and check that drain strainers and wall outlets are secure and unobstructed.

Control service traffic

Give technicians the approved walkway route and require protection under service equipment and sharp parts. Record every new penetration. Route requests for added anchors, piping supports or penetrations through the building manager and qualified roofer.

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

Compare drain paths, corners and patched areas with the previous inspection. Review whether any rooftop equipment, exhaust discharge or cleaning chemicals changed over winter.

Fall

Schedule debris clearing and review exposed edge metal and pipe flashings. Reconcile roof-access records with completed repair photos before filing the seasonal report.

After high winds, hail or equipment work

Look from inside for new staining and from the ground for displaced perimeter metal. Gather photos from the authorized rooftop team, including the route used to move tools or equipment.

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 patch peels or an old seam opens

Flag the roof section and arrange a prompt inspection. The roofer should identify the existing sheet and patch, check for wet material and decide whether the weathered sheet accepts a compatible repair.

There is oily staining below an exhaust fan

Record the equipment ID and product involved. Have the equipment contractor address the discharge and the roofer review membrane compatibility and surface condition before cleaning. Save the manufacturer's written recommendation.

Cracks recur at the same curb

Ask for an inspection of sheet flexibility, corner flashing, curb attachment and movement. The repair record should say whether the problem is confined to the detail or extends into the surrounding sheet.

Ask for these details in writing

• Ask for a membrane identification and a trial repair or weld evaluation on aged sheet before approving a large patching scope.

• Where PVC meets an older asphalt roof or a different insulation, have the roofer confirm the specified separation or transition detail and document any incompatible contact.

• If stiffness or splitting is widespread, compare localized repairs with replacement of the affected roof section. Include moisture findings and the condition of the deck in the decision.

Technical references

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

Carlisle · TPO and PVC field guide www.carlislesyntec.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