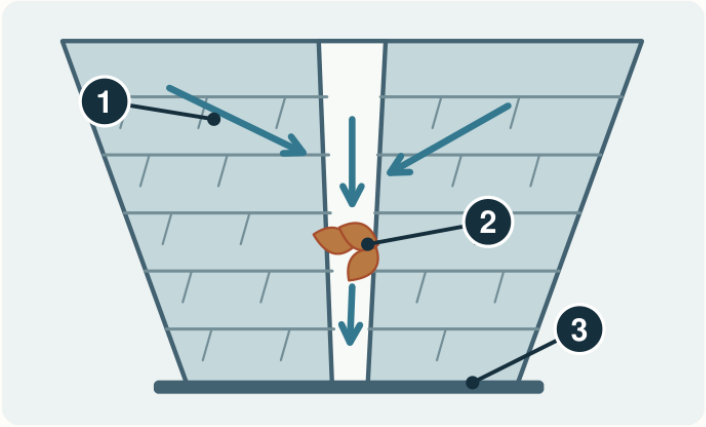
ROOF MAINTENANCE HANDBOOK

Asphalt shingle

A shingle roof sheds water in overlapping rows. Its busiest spots are valleys, pipe openings and roof-to-wall joints. Keep photos of each slope, the shingle product name and any records of decking or valley work so the next inspection starts with a useful baseline.

Follow runoff through a shingle valley



1. **Two roof slopes**
   Both drain toward the same valley.
2. **Valley channel**
   Leaf litter can slow concentrated runoff.
3. **Eave and gutter**
   A backed-up outlet can spill near the fascia.

Plan view of two shingle slopes feeding a valley. Leaves can collect in the channel before water discharges at the eave.

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.

Compare each slope

Photograph slopes from the same ground locations. Look for new gaps, lifted or creased tabs, bare patches and loose pieces in the yard. Note which side faces the wind and whether a tree touches it.

Watch the valleys

A valley carries runoff from two slopes. From a safe viewpoint, look for packed leaves, blocked discharge or a branch rubbing the shingles. Have an insured contractor remove debris and examine the valley flashing or liner.

Watch gutters during rain

From shelter, note any gutter overflow or disconnected downspout. Arrange cleaning from a qualified service. Record whether granule accumulation is increasing and whether bare shingle patches are visible on the roof.

Check ceilings and accessible attic views

Use an existing safe access point and flashlight. Look for damp insulation, new staining around a vent pipe and wet roof sheathing. Avoid walking on attic insulation or ceiling board. Record whether the stain returns during wind, steady rain or dry weather.

Protect the shingle surface

Refer algae, moss and staining to the shingle manufacturer or roofer for an approved treatment. Pressure washers, stiff brushes and foot traffic can remove protective granules. Arrange branch trimming before abrasion wears a groove.

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 the roof to the previous year's photos. Ask the inspector to examine pipe boots, chimney and sidewall flashing, ridge caps and valley intersections where a field of intact shingles can hide a leak.

Autumn

Schedule valley and gutter clearing as leaves fall. Confirm water reaches the downspout outlet on the next rain. From indoors, check that bathroom exhaust is properly discharged and discuss attic moisture with the appropriate trade.

After a wind or hail event

Record the storm date and photograph exterior changes from the ground before cleanup. Contact the roofer promptly if shingles are missing or an indoor stain is growing. Save dated photos and receipts for any warranty or insurance review.

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 single shingle is lying in the yard
Save a photo and note which side of the building it came from. Arrange a prompt check of adjacent rows, fastener placement, seal strips and exposed underlayment. The damage can extend beyond the visible gap.

A ceiling stain follows a chimney or pipe
Mark the spot and the first rain that produced it. Ask for a flashing and pipe-collar inspection as well as an upslope check. Replacing shingles directly over the stain may leave the opening untouched.

You find granules at the downspout
Photograph the amount and look for a trend. New shingles may shed some loose granules. Growing bare areas, exposed mat, cracking or widespread brittleness warrant a roof assessment before choosing repair or replacement.

Ask for these details in writing

• Ask for photos of failed tabs, flashing or boots and a repair scope that addresses how runoff reaches that location.

• For recurring valley leaks, have the roofer verify the correct liner, fastener placement and shingle layout for the product and local requirements.

• When considering reroofing, ask how the crew will identify, photograph and price unsound decking before covering it. Keep the closeout photos with the warranty.

Technical references

GAF: homeowner storm-damage guidance www.gaf.com

GAF: Pro Field Guide for Steep-Slope 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