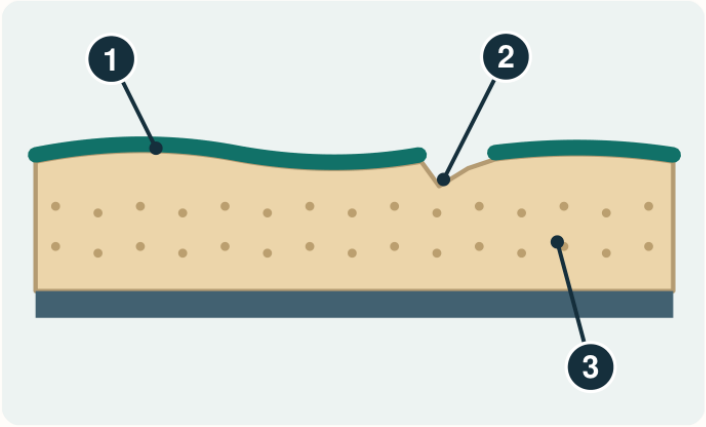
ROOF MAINTENANCE HANDBOOK

Spray polyurethane foam

This guide covers exterior spray polyurethane foam (SPF) roofing. A protective surface shields the foam from sunlight and wear. Find out whether yours has acrylic, silicone, another coating or aggregate protection before scheduling a repair or renewal.

Protect the foam beneath its topcoat



1. **Protective topcoat**
   Watch for wear along paths to equipment.
2. **Gouge or divot**
   Record where damage breaks the finish.
3. **Foam layer**
   A roofer checks depth and moisture locally.

Section through a coated spray foam roof. A surface gouge interrupts the protective coating and exposes the foam locally.

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.

Make a roof map

Name each roof area and locate drains, equipment and access points on a simple plan. File the original foam and coating specifications, prior recoat dates, repair photos and warranty notification procedure.

Track surface wear

Have the inspector photograph thinning topcoat, exposed yellow-to-brown foam, pinholes, blisters and cracked edges around penetrations. Use repeat photos at the same equipment paths and drain areas to see where conditions are changing.

Keep water moving

Arrange drain, scupper and gutter cleaning by trained personnel. Record rain end time and locations that hold water afterward. Ask whether debris, a raised drain, displaced material or the slope of a roof bay is responsible.

Manage rooftop traffic

Give HVAC and other trades the approved access route. Request before-and-after photos at service areas. Have a foam-roof contractor assess dropped-tool cuts, dragging marks and foot-traffic wear before they spread.

Match interior and exterior records

Log any stain, date and recent weather against the plan. A breach can feed a separated interface or deck joint and show up in another bay. A stain alone cannot tell you how much foam or insulation is wet.

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

Book one of the two routine professional inspections recommended by the Spray Polyurethane Foam Alliance. Review winter wear, drain edges, cracks at vertical surfaces and last year's repair sites.

Autumn

Arrange the second inspection and outlet cleaning. Ask for a map of coating wear and a written renewal recommendation based on the actual covering, its remaining condition and the current system instructions.

After severe weather or service work

Once safe, record interior leaks and ground-visible debris. Obtain a contractor inspection for hail divots, gouges and foam exposed by windborne debris. Keep storm or trade damage separate from older wear in the photo record.

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.

Several small yellow or brown spots appear
Send photos to the roofer. These may be areas where the protective coat has worn through. Request a timely check of dryness, bond and repair extent before exposure grows.

There is a raised blister
Log its location and size from the contractor's photos. Leave it intact. Ask the roofer to determine which layer has released and whether moisture is present before anyone cuts, seals or coats it.

A newly coated area starts peeling
Compare the failure to the old coating boundary or a ponding area. Request identification of both coatings, moisture findings, preparation records and adhesion results before another application.

Ask for these details in writing

• Request a roof plan marking dry, sound foam separately from damaged, saturated or detached sections. Ask how significant moisture findings were confirmed.

• For a localized repair, ask how unsound material will be removed, foam profile and drainage restored, and the compatible protective covering reinstated.

• For recoating, obtain the written preparation, coverage or film-thickness checks and cure requirements for the exact products. File check photos, product names and the next inspection date.

Technical references

Spray Polyurethane Foam Alliance: SPF roofing maintenance www.sprayfoam.org

IBHS / RICOWI: spray foam 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