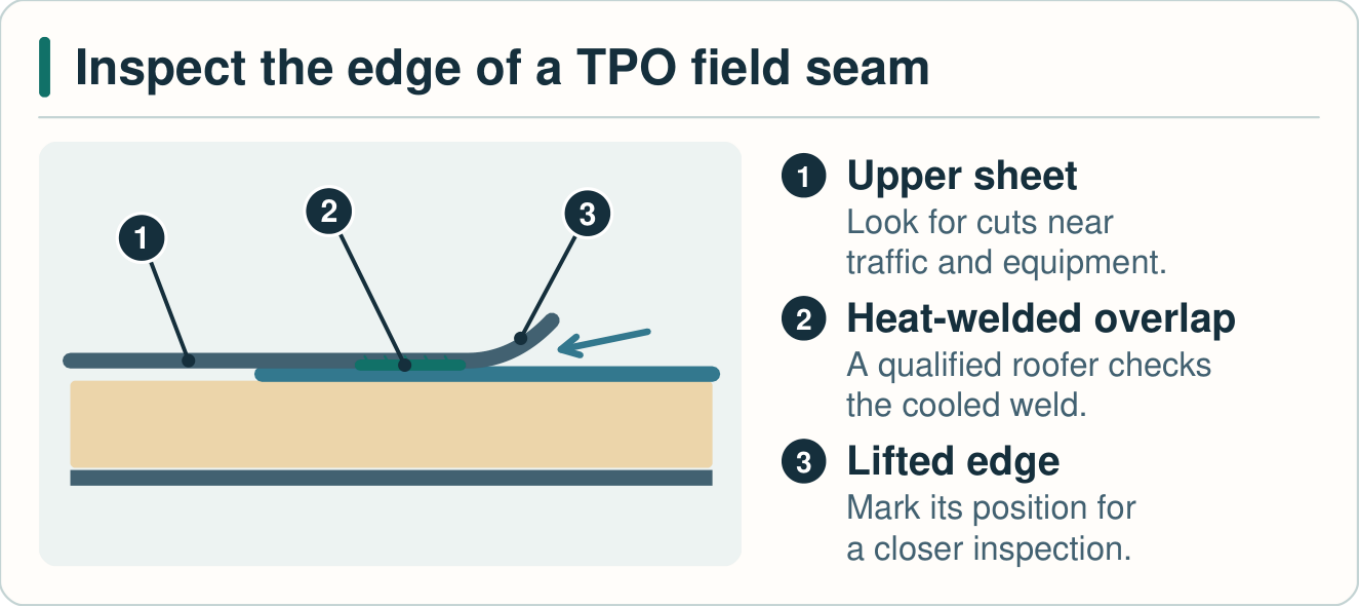
ROOF MAINTENANCE HANDBOOK

TPO

TPO is a flexible roof sheet joined with hot-air welds. Keep its water outlets open and protect the sheet during equipment service. Roof plans, warranty records or membrane markings can establish which TPO system you have. A white roof can also be PVC.



Cutaway of overlapping thermoplastic sheets with a bonded area and a lifted outer lip. A lifted edge warrants a professional weld check.

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.

Map the roof once

Label each roof level, drain, overflow and equipment unit on a simple plan. Record the membrane brand, installation date, attachment method and last repair when known. Keep the map and warranty contact with the building file.

Follow runoff after rain

From a safe window or from the ground, check downspout discharge and wall overflow outlets. Record when rain stopped and which areas still hold water later. Arrange roof-level debris removal and drain-strainer checks with your qualified service team.

Compare seams and flashings

In inspection photos, check for lifted lap edges, cuts near corners and a loose metal cap at the top of a wall. Flag the location. A roofer can check the welded joint and the wall attachment without damaging a sound seam.

Protect equipment routes

Give service vendors a designated access route. Ask them to protect the sheet under tools, collect screws and report dropped parts. Record a before-and-after photo of the work area. Only a roofing contractor should change a penetration or flashing.

Plan cleaning and document repairs

If dirt or exhaust residue accumulates, have the contractor identify it and use the maintenance instructions for that membrane. Keep cleaning products, dates, repair locations and completion photos with the roof plan.

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 roof inspection. Compare drain areas, field seams and equipment curbs with the last report. Ask for dated photos of anything that has opened, moved or worn since winter.

Fall

Arrange debris clearing before drains fill with leaves. Confirm drain strainers are seated and overflow outlets are open. Check inside the building after the next rain to see whether earlier stains return.

After a storm or trade visit

Once conditions are safe, check occupied rooms for fresh stains and review the contractor's rooftop photos. Record hail, wind direction, service routes and moved equipment. Report fresh punctures or displaced edge metal promptly.

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 ceiling drip appears after rooftop equipment service
Mark the room and time and get the vendor's work location. Ask the roofer to examine nearby traffic paths, the curb and seams, and ask the HVAC team to check the condensate drain. Water may exit away from the entry.

An overflow outlet runs during ordinary rain
Record the outlet, rain duration and whether the usual downspout discharged. Have the primary drain and line checked promptly. If the membrane is sound but a pipe joint leaks below it, the repair belongs in the drainage system.

A lap edge appears lifted
Send a location photo and arrange a prompt TPO inspection. The contractor can assess the weld and check the insulation beneath the opening. Leave the edge as found so the original defect remains visible.

Ask for these details in writing

• Ask the roofer to verify sheet condition and weldability before patching, then check the completed weld and photograph it on the roof plan.

• For repeated ponding, request a check of drain height, deck deflection, slope and insulation layout. A blocked line and a high drain need different remedies.

• Before restoration, request evidence of dry, securely attached materials and compatible adhesion. Obtain a separate scope for removing wet insulation or replacing unsound deck.

Technical references

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

Carlisle · Sure-Weld TPO cleaning procedures 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