



## Owner's Roof Maintenance Guide for Coatings

### Protecting Your Investment in an IB Coating System

Congratulations on choosing an IB Roof Coating System to restore and protect your existing roof. Your building's roof needs protection from the weight of the seasonal weather and other environmental hazards. Your roof is a major investment in your property and there are simple, inexpensive routine care and maintenance items, that, when performed, will help ensure that you enjoy all of its benefits and have that investment perform to its full potential. This begins with periodic maintenance and inspections of the installed IB Coating System.

It will be of benefit to you as the owner to develop a routine roof observation and maintenance program, which can help you avoid problems that could result in costly repairs to your building. The IB Roof Coating System installed on your roof is designed to give you excellent performance for years to come. Other building components such as drains, gutters, exterior cladding, roof-mounted equipment, metal work, sealants, and overburden materials may need routine inspection and maintenance to ensure the best performance and protect your roofing investment.

### Maintenance

The Owner is responsible for reasonable general maintenance and care as outlined within our Owner's Coating Maintenance Guide such as: (i) periodic/seasonal roof inspection; (ii) removal of accumulated dirt, debris or other contaminants from roof surface and drainage outlets; and (iii) maintenance of caulks or sealants as necessary to maintain the roof in a watertight condition at flashing or membrane terminations, penetrations, and metal work in and around the IB Coating System. Owner should maintain records of inspections and maintenance. See [www.ibroof.com](http://www.ibroof.com) for more information.

### Safety

It is the responsibility of the building owner and contractor to protect persons on the roof. OSHA and local safety agencies should be consulted for guidelines on how this should be accomplished. Roof repair can be dangerous, and every precaution should be taken to protect these persons. **Caution:** Coated surfaces may be exceptionally slick, so always observe proper safety protocols when accessing, inspecting, and performing maintenance on your roof.

Elements of a good Owner's Maintenance Program will vary according to many factors including the size, location, occupancy, use and design of an installed roof assembly. The complexity of any given roof application and variety of other building components integrated into it must be considered in developing an effective approach to maintenance activities. Typical maintenance programs include inspection and preventative care in the following general areas:

- A schedule of periodic / seasonal roof maintenance inspections
- Roof access and repair logs
- Inspection of sealants and caulks
- Drainage (downspouts, gutters, roof drains, or scuppers)
- Parapet walls, copings, and metal work
- Building envelope (cladding, fenestration, interior/exterior walls, ceilings, rooftop structures)
- Roof tie-ins and expansion joints
- Sealants
- HVAC units and rooftop equipment
- General appearance
- Emergency repair plan and materials.

### Inspections

The purpose of annual inspections is to check for physical damage to your IB Coating System that may have been caused by roof traffic, construction trades, animals, or windblown debris, vandalism, and repair of any damage. Scheduling regular inspections and assigning them to the right personnel are the first things needed to organize an Owner's Maintenance Program. Visual roof inspections and minor preventative roof maintenance are recommended twice yearly; in the fall before winter weather arrives and inclement weather prevents roof access or correction of minor problems, and again in early spring to assess any damage incurred during winter and before the arrival of the rainy seasons and increased storm activity.

**Note:** The cost of periodic inspections and maintenance of IB Roof Coating System is not included in the IB Coating Warranty. To correct minor problems and damage to the roof before they become a costly repair, additional inspections should occur after every extreme or unusual storm, fires, building damage or additions to the building, significant maintenance work or repairs involving access to or traffic on the roof.

### Traffic & Intended Use

IB Roof Coatings can be damaged by physical abuse and are not considered suitable as a common walking surface, for use as recreational spaces, or for accommodating foot traffic not associated with inspections and routine maintenance. When a need arises for roof access, it is highly recommended that personnel accessing the roof stay on marked walkways when servicing equipment or performing tasks. If it is determined that walkways are needed after the IB Coating has been installed, contact the IB Authorized Coating Applicator or IB Roof Systems for recommendations.



## Roof Access & Repair Logs

A roof access log should be maintained to record and manage the activities of other trades and service personnel working on the roof. Any work being conducted such as window washing, equipment or exterior building maintenance, routine service calls, additions or other construction activities involving access to the roof should be logged consistently. Roof traffic and damage from other trades is a common source of roof leaks. These individuals or companies are liable for any damages to your roofing system.

It will also benefit commercial and multi-tenant facilities to have maintenance personnel maintain a repair log with both a roof plan and floorplan pinpointing the locations of observed roof leaks, if any, date of occurrence, general weather conditions, record of notification and inspection dates. This information should be reviewed prior to regular seasonal inspections and will be helpful during investigations of any leak reports or problems.

During inspections, note any areas of suspected damage and contact an IB Authorized Coating Applicator as soon as possible to perform repairs.

Regular maintenance should include clearing drains of leaves, rocks, bottles, and other debris that may obstruct roof drainage devices.

## Sealants

On every roof, there is a need to periodically maintain and reseal joints, metal flashings, and penetrations with caulking or sealants. Caulking and sealants are considered owner maintenance items and will not last the life of the coating system without periodic care. These areas need to be inspected and resealed, if necessary, with an IB-approved sealant. Review metal work, coated surface and flashing terminations, penetrations, and other areas where sealants and caulks are present to ensure there are no open cracks, voids, or separations that could allow water intrusion to occur. Deteriorated or questionable areas should be proactively resealed to avoid the potential for moisture entry.

## Drainage

Unrestricted, properly operating drainage outlets, condensate drain lines, and adequate roof drainage on any roof are critical. Your IB Coating System is not intended to withstand areas of ponded water. Where small puddles exist, it is best to apply IB Silicone Coating to those areas as the best option to resist small puddles. The roof slope should be designed and maintained to provide consistent and effective paths for water to completely drain off and away from the roof surface within 24 to 48 hours, and all drain areas must remain clear. Adequate roof drainage must also accommodate build-ups of snow and ice that typically occur during the winter months. Removal of accumulated leaves and other debris often improves drainage. Additionally, the weight of retained water can adversely affect your building's health and can, in severe cases, result in loads on the roof exceeding a building's structural design capacity. Ponded areas can also act as a reservoir and significantly worsen moisture infiltration and damage from leaks, should they occur. A small cut or puncture may cause minor damage on a roof with positive slope, but in ponded water areas may allow significant water intrusion, causing damage to the roof and building contents. Consequential damages are excluded under the Terms, Conditions, and Limitations of an IB Coating Warranty. **Note:** While ponding water increases the likelihood of water intrusion that and damage to the IB Coating System, the presence of ponding water does not void your IB Coating Warranty, however; it does exclude failure of and/or damage to the IB Coating System in areas where ponding water exists or caused by ponded water.

Routine inspection and cleaning of drains, scuppers, outlets, and gutter systems are essential to maintaining adequate roof drainage and unobstructed pathways for water to be removed from the roof. Ponded areas can collect contaminants and support biological growth; and can significantly reduce the coating's reflectivity, potentially costing energy savings. Leaks can occur when water levels reach heights above a roof assembly's terminations and flashing heights such as curbs walls, equipment penetrations and vents. Inspect drains and outlets frequently as part of regularly scheduled maintenance inspections and during seasonal changes when leaves, ice or snow loads, or other debris may be present.

## Parapet Walls, Copings and Metal Work

Parapet walls need to be checked for condition of exposed cladding, deterioration of masonry or concrete surfaces, and watertightness of installed coping materials. Inspect and reseal all sealant joints and surfacing as needed to maintain a watertight condition. Parapets and other walls extending above the roofline should be inspected for signs of moisture entry, integrity, and general condition. Leaks from condensation, moisture, and air entry into or through walls can adversely affect your roof assembly and building structure.

Counter flashings, reglets, storm collars, vent hoods and similar metal work should be reviewed for securement and watertightness. Sheet metal, copings, roof edge metal and miscellaneous metal flashing materials should be inspected for signs of wind damage, loss of securement, movement, damage to membrane flashings, corrosion and deteriorated caulking or sealants, as these are considered owner maintenance items. Particular attention should be paid to end joints, laps, and corners where metal condition and movement may affect sealants, caulks, or membrane terminations.

## Building Envelope and Structure

The overall building envelope and structure should be examined to determine if there have been any major visual changes. Inspect exterior surfaces for signs of deterioration, rust, moisture entry, damage from freeze/thaw or thermal exposure, exposure to contaminants and similar evidence of potential problems. These changes, changes in building cladding or siding, unsealed laps, deteriorated sealant joints/materials at windows and fenestration units; all of these conditions can allow significant moisture and/or moisture-laden air into the building envelope.



The underside of the roof deck, attic spaces, skylights, HVAC ducts, plenums, and building interior should be checked for evidence of moisture, deterioration and structural movement including settling or stress on structural and roof deck supports and components. Water stains on beams or interior walls may indicate ongoing moisture entry and should be investigated. Concrete surfaces need to be inspected for spalling and cracking. Structural defects and changes can affect the performance of your roofing system. If present, IB recommends examination by a competent party such as a structural engineer or architect to determine what corrective action may be needed.

### **Roof Tie-Ins and Expansion Joints**

Tie-ins on the roof between dissimilar roofing materials or assemblies must be inspected regularly and maintained in a watertight condition. These areas are outside the scope of coverage of an IB Warranty and are the Owner's responsibility to maintain. Inspect flashings, metal work, wood curbs or blocking, sealants and caulks used in these areas for evidence of movement and general condition of laps and seams. Counterflashing and metal work should be inspected and repaired if needed.

### **HVAC Units and Rooftop Equipment**

Great care is required for maintenance on rooftop air conditioning units and other equipment where sharp tools, oils, lubricants, caustic chemicals, or heavy components are handled or used. Make sure that maintenance personnel avoid placing sharp and/or hazardous objects and incompatible chemicals on the roof. Metal service doors must be properly secured and not left open or loose. Remove old compressors, motors, and other debris or service materials immediately from the roof. Punctures may result from fastener and screws left on or backing out of the roof.

Where service work involves potential damage to the roof membrane, require service personnel to protect the roof with tarps, plywood, and other compatible materials to prevent damage. Ensure air ducts are in good condition with joints and connections properly sealed against moisture. Condensate lines should be maintained in good working order to avoid leaks and back-up. Drainage plans should be inspected for signs of rust and deterioration at seams. Clean all HVAC unit drains, and make sure all panels are secure so as not to allow water penetration.

### **General Appearance**

Inspect the roof surface for signs of unusual deterioration, evidence of contaminants or excessive build-up of dirt and environmental deposits. Keeping the roof free from debris and periodic cleaning as necessary will not only help the general appearance of the roof but avoid future problems. Grease traps, vents and containment systems must be routinely maintained to avoid overflow and contaminant deposit on the roof. Avoid use of incompatible cleaning compounds and high-pressure washers. Contact IB Roof Systems for additional information on cleaning recommendations.

The field of the IB roof membrane and flashings should be checked for signs of physical damage or premature wear. Inspect all overburden materials such as solar arrays, walkways, walking decks, and planters for flashing condition or signs of damage that are bearing on the roof surface. Where snow removal operations have been utilized during winter months, inspect all areas for evidence of damage. Areas of previous roof repairs should be periodically re-inspected to ensure they are in good condition and remain watertight.

### **Emergency Repairs**

The building owner should keep general roof system information, warranty records, and key contact information numbers handy for use when leaks occur, or emergency repairs are needed. Contact information for the installing IB Authorized Coating Applicator and IB Roof Systems should be made available when warranty services are needed or questions regarding coating system maintenance. Safety during inspection and repair of a roof is critical and must be observed at all times, following all OSHA and applicable safety regulations. Extreme care must be exercised anytime access to the roof is needed or attempted. Particular care must be given to fall protection and avoidance of electrical hazards when setting ladders or working around the roof.

### **Alterations**

Contact an IB Authorized Coating Applicator and IB Roof Systems before making any alterations to your IB Coating, including adding or removing rooftop penetrations or setting equipment on the roof. For warranted IB Coatings, alterations must be reported to IB Roof Systems to ensure continuous warranty coverage. See your IB Warranty for additional information.

### **Physical Damage**

Contact an IB Authorized Coating Applicator and IB Roof Systems as soon as possible in the event of cuts, tears, punctures, exposure to chemicals or biological materials, wind scour, or other physical damage to the IB Coating.

### **Reporting A Leak**

Immediately call the original installing coating applicator to report the leak location and severity. If suspected to be a material defect, then call IBRS' Technical Services Department at 800-426-1626 within five (5) calendar days (120 hours) of discovery and send written notice within fourteen (14) days of discovery to Attn: Warranty Department, IB Roof Systems, 506 E. Dallas Road Ste 300, Grapevine, TX 76051. Electronic notification is accepted by emailing notice to [warranty@ibroof.com](mailto:warranty@ibroof.com) **Notice to the installing coating applicator is not notice to IBRS.** Reporting a leak to IBRS is owner's authorization for IBRS to investigate, including inspection of the roof as IBRS deems necessary. Any non-IBRS supplied material or equipment that impedes investigation or repair of the IB Roof System must be removed at Owner's expense. IBRS may acknowledge and



investigate Owner's notice of a potential warranty claim by issuing a warranty claim kit that requires further information from Owner. Owner must promptly provide IBRS any information reasonably requested in the warranty claim kit. If no leak covered by this Warranty is found, Owner agrees to pay an investigation fee of \$500 within sixty (60) days of invoice. The Owner is responsible for all costs or charges not covered by this Warranty.

For additional information and recommendations on implementing your own Owner Maintenance Program, visit [www.ibroof.com](http://www.ibroof.com) or contact the IB Technical Services department at 800-426-1626.