



General Roof Assessment Guide

Procedure for Coating Qualification

Step 1: Safety Precautions

Always use proper safety practices when walking on a roof. Never penetrate a roof when rain is imminent. If lightning is seen or heard, exit the roof and seek shelter. Never walk a roof alone after dark.

Step 2: General Pictures

Walk around the surface of the roof and take pictures of the general condition. Take some shots of the roof as a whole, and also some representative shots of the details. Take representative shots of the drains, gutters, penetrations, curbs, skylights and expansion joints.

Step 3: Defects

Take pictures of any defects found on the roof. Use a pen or other object as a reference for size in the pictures. Include pictures of debris, clogged drains, punctures or tears, loose seams or defects in sealant/repairs, rust and problem fasteners. This should be a thorough as possible.

Step 4: Core

On all roofs besides metal, cores should be taken. Using a roof coring tool, take a core sample of the roof. Write down the assembly from deck to top membrane. Note if there is moisture present. The core can then be placed back into the hole and patched. Cores should be done every 10,000 square feet, unless it is clear that the roof is uniform. Cores should never be taken close to drains or in standing water.

Step 5: Drawing

A roof drawing should be made using graph paper and a pencil. A satellite image can be very useful to trace the outline of the roof. All dimensions and penetrations should be noted, and defects should be listed.

Step 6: Dealing with Moisture

If moisture is discovered in the system, a moisture scan is required. This can be completed with an IR camera, a nuclear scanner or other approved device. After the report is generated, contact the technical department to discuss what is required for a warranty.

Step 6: Qualification

Contact your distributor to discuss the details, and whether any special conditions exist that might translate into a custom specification. Fill out your warranty application if needed. Discuss with the owner the benefits of an ongoing maintenance program. Continue to communicate with your distributor so that a final inspection can be effectively planned in advance.

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