



## MAINTENANCE SCHEDULE

### AXTER ROOF WATERPROOFING SYSTEMS

In general the guidelines provided in the following documents should be followed:  
BS 6229 : 2003 *Flat roofs with continuously supported coverings. Code of Practice*  
BS 8217 : 2005 *Reinforced bitumen membranes for roofing. Code of Practice*  
SPRA 2013 *Design Guide* (for PVC-p roofs)

Further general advice follows:

#### Inspection - Routine

A flat roof should be routinely inspected every spring and autumn. The spring inspection may detect winter related roof damage. The autumn inspection is to ensure the roof is clear of leaves, debris and dirt before the approach of winter.

High-risk locations, those areas subjected to high dust or pollution or in close proximity to trees, should be inspected more frequently.

#### Inspection Procedure

Inspections should include building interiors, external details, components and rainwater goods.

The starting point of an inspection should be the interior of the building, where internal walls and ceilings should be checked for leaks and signs of water staining. A floor plan, relating to the roof plan, should be developed to identify roof level problems.

The exterior walls, rainwater goods, eaves and soffits should also be included in the inspection routine, where signs of movement and cracks should be noted.

The roof should then be inspected by checking the following roof components:

- Cap Flashings - metal or other rigid or semi-rigid coverings of membrane terminations, including counter flashings, expansion joint covers and copings.
- Edge details - metal or other rigid or semi-rigid components used to terminate, waterproof and provide wind uplift protection at the perimeter of the roofing system.
- Membrane Flashings - roof membrane termination at walls, water checks, kerbs and gutters.
- Penetrations and protrusions - pipes, drains, rooflights and all other items that penetrate the roofing membranes.
- Main waterproofing - the main membrane roofing system.

Axter can provide a full maintenance check list upon request.

In addition record the observations of the occupants of the building.

Keep a record of the inspection.

## Maintenance Guidelines

- Remove debris such as nails, bottles, cans, balls, boards and bricks.
- Leaves, paper, dirt etc, which may collect at roof drains, gutters and gullies, should be cleared and removed from the roof.
- Cut back tree limbs which overhang the roof to give a metre clearance outside the roof edge. This will significantly reduce leaves continually blocking drainage ways.
- Remove or repair roof mounted equipment which has fallen into disuse or become redundant - they may have the potential to cause damage to the roof membranes.
- Ensure chippings and other materials designed to protect the roof membranes from UV degradation are in place and evenly spread. Redistribute any surfacing that has been displaced by the action of wind or water flow.
- Ensure flashings to supporting plinths and cradles of ductwork are checked and maintained in good condition, that they are not penetrating the membranes or restricting drainage.
- Surface coatings, if applied, will generally require at least one re-application during the life of the waterproofing system to maintain effectiveness against UV degradation. Re-coating is an integral part of the maintenance schedule of any roof system that employs a surface coating material.
- Regularly ponded surfaces and other areas of self-finished membranes, where there is a build up of moss or algae, should be treated with an appropriate fungicide to reduce the risk of 'mud curling'.
- Ensure sealants / mastics at counter flashings, termination strips and other locations are in good condition and effective.

Ventilation of the roof spaces, if any, and the building or rooms under the roof should be checked. Corrective measures should be taken to improve ventilation of the roof construction in cases of excessive condensation.

## Inspection - Exceptional

An inspection should also be carried out if one or more of the following situations has occurred:

- Recent construction on or adjacent to the roof
- New equipment is installed on the roof
- Unusual weather conditions, such as very high winds or unusually heavy snow
- Following fire, vandalism or other known damage to an adjacent roof area

## Traffic Warm roof construction with self protected membrane cap sheet

Routine foot traffic for inspection purposes is permitted. Concentrated occasional loads such as ladders must not be allowed except when a load spreading plate is used below the point. Specialist walkway membranes are available if more regular access is required to maintain roof top plant.

In periods of hot weather care must be taken not to disturb the surface of the membrane which will become soft in the heat. Suitable footwear must be worn and maintenance personnel instructed to minimise their visits to the exposed roof areas. Similarly, in periods of cold weather, it is probable that frost and ice will be present on the roof and all concerned must exercise the utmost care.

## Protected membrane roofs

Protected membrane roofs, properly designed and installed, should last for many years without failure. It is often extremely difficult to inspect the waterproofing membranes, in such cases it is only when water enters a building that failure can be detected.

### Paving slabs

Where paving slabs on proprietary supports covers the waterproofing membrane then periodic inspection, of the membrane, by removing some of the slabs is recommended. Any debris that has accumulated beneath the paving slabs must be removed.

### Green roofs

It is not practicable to remove the plants and growing medium inspect the waterproofing and the system should have been designed to eliminate the risk of mechanical damage. If mechanical damage does occur then it will be necessary to remove the coverings so that inspection and/or repair can take place.

### Mastic asphalt, macadam etc.

The membrane in such cases cannot be inspected but the wearing surface should be periodically inspected for signs of cracks, blisters or other indicators. The underside of the structure should also be inspected for signs of water ingress.

## Inform

If a leak is discovered then inform:

- The roofing contractor who installed the Axter roofing system that a fault has been discovered.
- Axter Ltd if the matter is subject to a warranty claim or if further discussion is required.

## Recommendations - Summary

In order to care properly for the roof, the following should be implemented:

- Maintain historical records
- Control roof access
- Conduct 6 monthly inspection and special inspections
- Report leaks or roof damage immediately
- Ensure routine maintenance is carried out
- Use competent persons for major maintenance, emergency repairs and permanent repairs.

## Guarantee

Failure to follow these guidelines could affect Axter Ltd's and the Roofing Contractor's liability under the terms of any issued Guarantee or Warranty.



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