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| Building Maintenance | | | | | Task: | Roof, Gutters & Downspouts | | | | | |
| INSTRUCTIONS: The assigned volunteer(s) may use these instructions to perform applicable inspections and/or preventive maintenance tasks. Additional notes/needed repairs can be listed below. Needed repairs or safety hazards should be addressed promptly. Please return the task instruction card to the maintenance binder or brother(s) assigned to coordinate maintenance activity when completed so that the maintenance schedule can be updated. | | | | | | | | | | | |
| Assigned To: | |  | | | | | | Date Assigned: | | |  |
| Assisted By: | |  | | | | | | Date Completed: | | |  |
| Frequency: | | Yearly | | Time to Complete / # of Volunteers: | | | | |  | | |
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| Task Description | | | | | | | | | | | |
| **REMINDER: Please do not attempt work that is beyond your ability to perform or the ability of those assisting.** | | | | | | | | | | | |
|  | **Have you reviewed the *Working Together Safely* (DC-82) and *Job Hazard Analysis* (DC-85) to determine the appropriate safety measures and protective equipment that should be worn?** | | | | | | | | | | |
|  | **Are high risk activities associated with this task? If so, are approved volunteers being used?** | | | | | | | | | | |
| * **Are roofs, roof drains, and gutters in good repair and cleaned so they function properly, with no signs of leaks? (DC-96)**   **General**   * Verify that the construction is still structurally strong. * Verify that the wood is still in good condition. * Verify that all bolts, hardware and metal parts, including steel posts are secure and free from rust. * Inspect condition of the decking and roofing material. * Inspect condition of the paint finish and touch up if needed. * Clear any debris on the roof. * Inspect the condition of all caulking.   **Asphalt Shingle**   * Inspect for missing or damaged shingles. * Inspect condition of ridge cap looking for signs of rust or corrosion in the roof flashing and on nail heads. * Verify that roof vents are not blocked. * Inspect condition of tar and sealant at all joints and roof penetrations. * Clean the roof to remove corrosive deposits by hosing down with water using neutral detergents.   **Concrete & Tar Layer**   * Inspect the condition of the tar surface looking for cracking or peeling of the surface. * Inspect for damage to the concrete surface.   **Metal**   * Inspect condition of all flashing and roof penetrations looking for signs of surface rust. * Inspect the condition of the ridge cap and any fasteners. * Verify that roof ventilations are not blocked. * Inspect the condition of the roofing sheets looking for rust, lifting or movement. * Verify that fasteners and screws are secure and free of rust. * Clean the roof to remove corrosive deposits by hosing down with water using neutral detergents.   **Flat Roof (Rubber/Membrane)**   * Check for peeling/separation of seams. * Check condition of all flashing, roof penetrations and caulking. * Verify all roof drains are clear of debris.   **Gutters and Downspouts**   * Verify that gutters and downspouts are clean and free of rust, debris, damage or leaks. | | | | | | | | | | | |
| Notes / Additional Repairs Needed | | | | | | | | | | | |
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| Task Version Created By: | | | Local Design/Construction Department | | | | Version Creation Date: | | | September 28, 2016 | |