

# **MAINTENANCE SCHEDULE**

# MAINTENANCE & REPAIR

## ROUTINE MAINTENANCE

As with all roofing systems, proper maintenance is essential to the long-term performance of this installation.

Access to the roof must only be allowed by arrangement with and under supervision of the Building Manager or the person responsible for building maintenance, in accordance with the Construction (Design & Management) Regulations 2007.

All personnel given permission to access the roof must be fully advised of the health and safety procedures required by the site or that of the individual roof concerned. The client or building owner is responsible for providing safe access to and from the roof, and for suitable edge protection or fall arrest systems.

## ROUTINE INSPECTIONS

All roofs should be inspected twice yearly, preferably in the spring and autumn, and/or after extremes of weather conditions. Inspections should be carried out generally in accordance with BS 6229: 2003, with particular attention to the following items:

- It is important to check that roof outlets are functioning and gratings are not blocked. Remove debris from the roof but do not flush silt or dead leaves down outlets. In areas where taller trees are adjacent to the roof, inspections may be required more frequently.
- Note the general condition of the waterproofing finishes and report any damaged areas immediately.
- Check waterproofing to roof light kerbs.
- Check roof light domes for signs of damage or deflection.
- Check perimeter details and up stands, ensuring that the metal capping, flashings, edge trims and mortar pointing to chase details are secure.
- Check flashings to expansion joints and that the all components are secure.
- Check the up stand flashings to plant support legs/up stands.
- Check the up stands and flashings to pipe penetrations.
- Examine all mastic seals and repair/replace as necessary.
- Check walkways and around access points to ensure damage/displacement has not occurred to walkway or concrete paving.

## REPAIR WORK

All repair work to a these roof's must be performed by an approved qualified contractor. If it is necessary to remove an area, consultation with Asphaltech Limited must take place. Failure to do this will void any Warranties.

## RECORD KEEPING

Ensure all inspections are carried out by qualified or approved inspectors.  
Please forward to Asphaltech Limited copies of all inspections.

If after the inspection it is found that there are any issues please contact Asphaltech Ltd.

---

**Asphaltech Limited**  
30b Parkway Dr, Mairangi Bay,  
Auckland, New Zealand  
P.O. BOX 300681,  
Albany 0752

**P:** 09 475 9725  
**F:** 09 475 9726  
[www.asphaltech.co.nz](http://www.asphaltech.co.nz)  
[info@asphaltech.co.nz](mailto:info@asphaltech.co.nz)

