

FLEX MEMBRANE INTERNATIONAL ROOFING SYSTEMS **ROOF MAINTENANCE, CARE REQUIREMENTS & RECOMMENDATIONS**

The Flex Engineered Roofing System that now covers your building is a state-of-the-art roofing system that requires very little attention. You have chosen a roofing system that when properly installed on a well designed and functioning building and when properly maintained, will provide years of service. Flex recommends to the building owner that they take the following actions.

RECOMMENDATIONS

A. *REGULAR MAINTENANCE:*

- (1) The roof should be inspected at least twice yearly (in the Spring and Fall) and after any severe storms. Access to the roof should only be permitted to responsible personnel and a log kept of all times and parties working on the roof. Record maintenance procedures as they occur.
- (2) All counterflashing metal work, equipment curb and supports, pitch pockets, caulking, grease guards, traps, secondary sheets, walkpads and any other rooftop accessories functioning in conjunction with the membrane roofing system must be kept properly maintained at all times. Have all drains and rainspouts cleaned on a regular basis provide for proper water runoff.
- (3) Materials should not be stored on the roof, and the building owner should remove broken bottles, metal, etc., and report all damage and vandalism to Flex Membrane International Corp. Do not permit smoking on the roof.
- (4) Regular cleaning and maintenance must be done in areas where contaminants potentially harmful to the roof system may accumulate. Contact the Flex Technical Department on additional preventative maintenance as exposure to certain chemicals could void the warranty.
- (5) The Flex Roofing System is designed to be a waterproofing membrane. Protective walkways must be provided if there is to be regular foot traffic on the roof for maintenance of equipment or any other reason.

B. *IN THE EVENT THAT YOU HAVE A LEAK:*

- (1) Determine the cause of the leak (it may be the result of a clogged drain, broken pipes, loose counterflashing, broken skylights, open grills or vents, damages or vandalism). Failure to determine the cause may result in a service charge fee.
- (2) Call the roofing contractor who installed the roof and send written notification to Flex Membrane International Corp. within 30 days of discovery, per the terms of your warranty.
- (3) Note conditions resulting in leakage. Heavy or light rain, wind direction, temperature and time of day that the leak occurs are all important clues to tracing roof leaks. Note whether the leak stops shortly after each rain or continues to drip until the roof is dry. By being prepared with the facts, the diagnosis and repair of the leak can proceed more rapidly.
- (4) If necessary, make temporary repairs as required.
- (5) Permanent repairs to the roofing system must be made by an approved Flex contractor with Flex products.

NOTE

- A.** It is the Owner's responsibility to provide easy access to the roofing membrane surface by removing or moving rooftop equipment, pavers, severely ponded water, snow or any materials that prevent complete investigation and repair.
- B.** Flex Membrane International Corp. supports and recommends following the guidelines for good roofing practices found in the Single Ply Roofing Institute (SPRI) Manual of Roof Inspection, Maintenance and Emergency Repair for Existing Single-Ply Roofing Systems and National Roofing Contractors Association (NRCA) Roofing and Waterproofing Manual.