

Preventative Maintenance Checklist

Automated Form Number	☐ Template Library-Example Template Project-Example Team-DP-PEA-0038-1
Building or Area being Inspected	Pines Apartments, Fullerton, California
Name of Inspector/Auditor	Dave Hodgson
Date and Time of Inspection	Tuesday, 23 April 2019

Roofing Inspection

Inspect at least twice per year and after a severe storm

Checkbox	Has warranty information been reviewed?	Yes
Checkbox	Cleared roof drains of debris	Yes
Checkbox	Walked the perimeter to examine sheet metal, copings, and previously repaired sections	Yes
Checkbox	Any wrinkles or tearing on roof-to-wall connections and flashings (at curbs and penetrations, etc.) ?	No
Checkbox	For single-ply roofs, re-caulk the top of face-mounted termination bars (if needed)	NA
Checkbox	For bituminous roofs, check for splits in the stripping plies	NA
Checkbox	Any corrosion on metal roofs? May be caused by condensate from copper coils in rooftop HVAC units	No
Checkbox	Duct the condensating water to keep it from coming into contact with the membrane	Yes
Checkbox	All traffic off of the roof to avoid membrane damage?	Yes
Checkbox	Green roof: Are plants healthy? Weed and trim as needed	NA
Checkbox	Green roof: Is there proper irrigation for the survival of vegetation and protection of roof membrane against leaks and ponding?	NA
Checkbox	Is there a plan for a moisture survey every 5 years to detect wet insulation or leaks?	No
Checkbox	Rooftop solar array: Are panels dislodged by a buildup of ice or snow?	No

How To Create A Preventive Maintenance Plan

Padhraic Smyth



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