

# MAINTENANCE CHECKLIST



1. Inspect all exterior building areas for signs of leaks or deterioration
2. Walls and Roof Edge, Coping Caps, Gravel Stops, Gutter  
-Inspect for damage to metal wall caps and terminations, missing mortar, cracking, and splits.
3. Fascia and Soffit areas for damage or signs of leaks.
4. Exterior Walls for areas of damage or signs of leaks.
5. Underside of Deck for signs of leaks.
6. Ceilings for evidence of staining.
7. Remove any debris, such as trash, rocks, dirt, branches, or accumulated leaves.
8. Water should flow freely and unobstructed from the roof.
9. Ensure gutters, scuppers, downspouts, and drains are functioning and secure.
10. Check flashings for proper attachment and function.
11. Penetration flashing or covers in place and operating correctly.
12. Make sure condensation lines from the HVAC are freely flowing to drains. Condensation lines should rest on supports, never directly on the roof surface. Walk pads around equipment that requires periodic maintenance.
13. Equipment supports, signs, satellite dishes, antennas, and solar panels should be supported appropriately on the correct stands and curbs. Flashing should be applied appropriately when required. Walk pads should be used under all lightweight wood equipment supports.
14. Lightning protection should not penetrate the roof surface. Ensure cables are not loose or dangling.
15. Do not allow fats, petroleum, or other chemicals directly onto the roof.

## Contact Information for Conklin Roofing Systems Warranty Department

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