

## Metal Roof Data (10/31/95)

### General Information

1. Building name: \_\_\_\_\_ 2. Number: \_\_\_\_\_  
3. Section #: \_\_\_\_\_ 4. Square footage: \_\_\_\_\_ 5. Year installed: \_\_\_\_\_

### Condition Assessment

	Priority					Description	W	P
	0	1	2	3	4			
6. Repair leaks:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
7. Repaint/recoat finish:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
8. Repair damaged panels:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ sf _____	<input type="checkbox"/>	<input type="checkbox"/>
9. Repair seams:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ lf _____	<input type="checkbox"/>	<input type="checkbox"/>
10. Repair fasteners:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ lf _____	<input type="checkbox"/>	<input type="checkbox"/>
11. Repair base/counter flashings:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ lf _____	<input type="checkbox"/>	<input type="checkbox"/>
12. Repair equip./vent flashings:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ lf _____	<input type="checkbox"/>	<input type="checkbox"/>

13. Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Facility Assessment - Metal Roofs**  
**Instructions 11/1/95**

**General:**

The values to be entered for the items in the roof rating are averages for that section of roofing. If sections of a buildings roof have been replaced at different times, a separate data sheet is to be completed for each section. When defects are discovered, note the location and type of defect on a sketch of the roof. For each item being rated, two check boxes are provided labeled "W" and "P". If a work order is written to correct an identified deficiency, check the "W" box. If the inspector recommends that the defect be corrected through the implementation of a facility renewal project, check the "P" box.

**Metal roof data:**

- Item 1:        The building name is the official name as assigned by the institution.
- Item 2        If the building has been assigned a building number, enter the number.
- Item 3:        In most buildings, there will be multiple sections of roof. To identify the area being surveyed, each section must be assigned a unique number. Enter the section number of the roof.
- Item 4:        Determine the total gross square footage of the roof. Do not subtract the area of roof penetrations.
- Item 5:        Estimate the year in which the existing roof was installed.
- Item 6:        Examine building maintenance records to determine if the building occupants have reported roof leaks in the past. Examine the underside of the roof or the suspended ceiling tile for signs of leaks. Make certain that the leaks are from the roof and not plumbing or HVAC equipment. Indicate the location of all leaks on the roof diagram. Rate the priority of repairing the leaks as follows:
- 0 - No action required
  - 1 - Signs of minor leaking in past, no current leaks
  - 2 - Minor current leaking, recommend immediate repairs
  - 3 - Moderate leaking, recommend immediate repairs and replacement within five years
  - 4 - Extensive leaking, recommend immediate major repairs or replacement
- Item 7:        Examine the panels for damage to the finish coating. Typical damage includes peeling, flaking, or cracking. Rate the priority of repairing the finish as follows:
- 0 - No action required
  - 1 - Minor imperfections, but no corrosion; no action required for five years
  - 2 - Less than 10% of the surface coating has failed, but no corrosion; no

action required for three to five years

- 3 - More than 10% of the surface coating has failed, or moderate corrosion; recommend recoating within one to three years
- 4 - Finish has completely failed or extensive corrosion, recommend recoating

Item 8: The most common damage to metal roof panels includes physical abuse by roof traffic, lifting, warping, buckling, and corrosion. Indicate the location and type of damage on the roof diagram. Estimate the total square footage of the damage and enter the value in the description section of the form. Rate the priority of repairing the damaged panels as follows:

- 0 - No action required
- 1 - Minor damage to only a few panels with no risk of panels being lifted by the wind; recommend repairs within one year
- 2 - Damage to less than 5% of the panels, but no loose panels; recommend repairs within one year
- 3 - Some panels loose and lifting in winds; recommend immediate repairs
- 4 - More than 10% of the panels damaged, or panels in danger of being lifted by the wind; recommend replacement

Item 9: The most common damage to the seams of metal roofs includes detachment and corrosion. Indicate the location and type of damage on the roof diagram. Estimate the total linear footage of the damage and enter the value in the description section of the form. Rate the priority of repairing the damaged seams as follows:

- 0 - No action required
- 1 - Minor damage to only a few seams with no open seams; recommend repairs within one year
- 2 - Damage to less than 5% of the seams, but no open seams; recommend repairs within one year
- 3 - Some open seams; recommend immediate repairs
- 4 - More than 10% of the seams damaged, recommend replacement

Item 10: Most fasteners fail through corrosion. Estimate the total linear footage of the damage and enter the value in the description section of the form. Rate the priority of repairing the damaged fasteners as follows:

- 0 - No action required
- 1 - Fasteners showing signs of corrosion, but have not failed
- 2 - Minor instances of failed fasteners, recommend repairs within two years
- 3 - Less than 10% of fasteners have failed, recommend repairs within one year
- 4 - More than 10% of the fasteners have failed, or panels are loose and in danger of being blown off the roof; recommend immediate repair

Item 11: The most common defects found in flashing are corrosion, separation from walls,

separation from the roofing material, and open joints. Estimate the linear footage of the flashing in need of repair or replacement and enter the value in the description section. Rate the priority of repairing the flashing as follows:

- 0 - No action required
- 1 - Minor damage in a few isolated areas, recommend repairs within one year
- 2 - Damage to less than 10% of the flashing, recommend repairs within one year
- 3 - Damage to 10 to 25% of the flashing, recommend immediate repairs
- 4 - Damage to more than 25% of the flashing, recommend immediate replacement

Item 12: The most common defects found in equipment and vent flashing are corrosion, separation from equipment and vent bases, separation from the roofing material, and open joints. Estimate the linear footage of the flashing in need of repair or replacement and enter the value in the description section. Rate the priority of repairing the base flashing as follows:

- 0 - No action required
- 1 - Minor damage in a few isolated areas, recommend repairs within one year
- 2 - Damage to less than 10% of the flashing, recommend repairs within one year
- 3 - Damage to 10 to 25% of the flashing, recommend immediate repairs
- 4 - Damage to more than 25% of the flashing, recommend immediate replacement

Item 13: Enter any notes or comments concerning the roof installation or condition.

Item 14: Print the name of the person inspecting the roof, and the date when the inspection was completed.

**Facility Assessment - Metal Roofing  
Rating System (02/05/97)**

The overall rating of the condition of the metal roof will be produced by the computer based on the age of the roof and relative values assigned to the seven condition assessment items identified for metal roofs. All scoring will be completed automatically by the computer based on the assessment data. Those relative weights are as follows:

Assessment Item	Relative Weight
Age	medium
Leaking	high
Finish	medium
Panels	high
Seams	low
Fasteners	medium
Base/counter flashings	low
Equipment/vent flashings	low