



TRS

Texas Roofing Services



ROUTINE MAINTENANCE

TRS can assist in managing the life cycle of one of your most important assets - the roof.

Here's how to get the most out of it

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WE'RE HERE FOR YOU.

Need answers to questions or a “just right” solution? The TRS Services team is your single point of contact for assistance.

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TRS

YOUR PARTNER IN PROTECTION



Communication and commitment. That's our goal.

TRS has a longstanding dedication of providing valuable services to property owners explicitly for the purpose of extending the life cycle of their roof. In the pages ahead, you'll learn more about how implementing a superior maintenance plan can not only offer you peace of mind, but save you thousands of dollars in the long run.

THE TYPICAL LIFE CYCLE OF A ROOF SYSTEM





WHAT DOES ROOF MAINTENANCE LOOK LIKE?

A good maintenance program allows you to see the complexity of your roof, and provides a good roadmap for tracking your roof's performance over time.

Your program might include the following:



Visual inspection
(including the surrounding building envelope)



Repairs for deficient conditions and whether they're covered under your manufacturer warranty



Photographic, digital, and/or written documentation of roof condition



Routine maintenance
(see page 7)



Quotes for recommended work/items that will improve or maintain performance



“OWNERS AND FACILITY MANAGERS WHO REACT TO PROBLEMS AS THEY OCCUR PAY AN AVERAGE OF **25¢** PER SQUARE FOOT ANNUALLY FOR MAINTENANCE. OWNERS AND FACILITY MANAGERS WHO INSPECT AND REPAIR ROUTINELY (PROACTIVELY) — BEFORE PROBLEMS HAPPEN — SPEND AN AVERAGE OF **ONLY 14¢** PER SQUARE FOOT ANNUALLY.”

Anthony Vross

Commercial Roofing Maintenance: A Proactive Approach

SAMPLE MAINTENANCE CHECKLIST

Every roof is different, but there are several things we recommend you **check at least twice a year** to increase your roof's performance and service life. The cost savings can be substantial; a maintenance program typically costs **just 1-3%** of the estimated total replacement cost each year, and can save up to 50% over the life of a 30-year roof compared to replacing it every 15 to 20 years.*

BUILDING EXTERIOR

- Inspect all areas such as fascia, walls, metal flashing, coping caps, gravel stops, and gutters for signs of leaks and/or deterioration.

BUILDING INTERIOR

- Inspect for signs of leaks, stains, discoloration, spalled, or rusted surfaces on the walls, ceiling, and underside of the deck.

FIELD OF ROOF AND DRAINAGE SYSTEM

- Remove any vegetation or debris such as leaves, branches, abandoned construction material or dirt.
- Limit foot traffic to walkway pads.
- Check for blocked drainage at drains, gutters, scuppers, and downspouts.
- Secure clamping rings.
- Clean white membranes to maximize reflectivity.

PERIMETER/FLASHINGS

- Inspect sheet metal flashing for rust and attachment/movement.
- Inspect existing caulking at metal flashing for weathering/deterioration.

ROOFTOP UNITS

- Any roof penetration is prone to leaks; inspect around these locations. Notify manufacturer of any modification/additions to a system, installation and flashing of any new rooftop equipment.
- Confirm HVAC system condensation lines are resting on wood blocks or rubber supports and never directly on the roof surface.
- Lightning systems should not penetrate the roof surface, nor have any loose or dangling cables.

PENETRATIONS

- Ensure chemicals, petroleum, or fats are not exhausting directly on the roof.
- Inspect all pipes, vents, and seals for deterioration or the need for caulk replacement.
- Look for sufficiently filled pitch pans, sealant separation or failure or loose draw bands.

**Roofing Contractor Magazine, June 2012.*

WHAT IF...

... I'M EXPERIENCING A ROOF LEAK?

TRS is just a phone call away. We offer emergency services specifically for when situations like these arise. Although these costs are typically not covered in the routine maintenance plan, if after a thorough inspection we ascertain the leak source is the result of a manufacturer defect (and assuming the roof system is still under manufacturer warranty), we will guide you through the process of filing a claim with your manufacturer. If, on the other hand, we ascertain the leak source is not the result of a manufacturer defect, then we can offer effective solutions ensuring your business runs without interruption.

... MY ROOF HAS SUSTAINED SOME TYPE OF WIND OR HAIL DAMAGE

Inclement weather events such as wind or hail wreak havoc on even the best of flat roofing systems. Although these costs are not covered as part of the routine maintenance plan, it is in this department that TRS can really be an ally in your corner. A Damage Assessment Report (cost breakdown included) conducted by one of our HAAG certified technicians ensures that the proper documentation needed to submit to your insurance carrier is professionally formatted, thus, not only saving you time and headache when it comes to filing a claim, but putting you in the best position to have your claim approved by your carrier.

... I'M SELLING THE BUILDING?

Most warranties offered by product manufacturers come equipped with a standard transferable warranty in the event you decide to sell your building. However, not all warranties automatically transfer with the sale of your building. TRS can evaluate your roofing system to determine what is required for a smooth transfer of ownership which often times requires an inspection and, if need be, repairs.

Things your manufacturer does not cover; Highlighting the importance of routine maintenance!

EXAMPLES OF WHAT ISN'T COVERED



EXTREME WEATHER EVENTS

- Windstorms, hail, hurricanes, etc.



BUILDING DESIGN

- Non-approved alterations or changes in building use
- Improper drainage
- Condensation



AUTHORIZED WORK

- Repairs or alterations receive approval from manufacture, if required



BUILDING COMPONENTS

- Movement
- Walls, drains, or rooftop equipment
- Roof deck or substrate



ABUSE

- Foot traffic/damage caused by other trades
- Lack of maintenance
- Vermin
- Vandalism
- Chemical exposure



KEEP YOUR ROOF SAFE TO KEEP WHAT'S UNDER IT SAFE.

Your roof is one of the most important parts of your structure, but it can be easy to forget when you're not looking at it. Regular maintenance can help you protect your investments – and your building's occupants.

PROTECT YOUR INVESTMENT. KEEP THESE IN MIND:

LIMIT ROOFTOP TRAFFIC AS MUCH AS POSSIBLE

Keep whatever traffic is necessary confined to walkway pads around rooftop equipment

Keep people off the roof in wet or frosty conditions, as these could pose a slip hazard

PERFORMING REGULAR MAINTENANCE

We recommend servicing your roof twice a year, in the spring and fall

Keeping the roof surface and drain areas free of debris, leaves, dirt and trash can help avoid problematic water retention

KEEP A DATABASE OR FILE OF ALL RECORDS

This includes your original guarantee, inspection reports, maintenance records, and repair records

This documentation helps with any post-alteration considerations or re-roofing, or if the roof is damaged

It will also help a new owner if you sell the building (see page 8)

CONSIDER ANY CHEMICAL EXPOSURES

Some chemicals used by non-roofing trades can damage your roofing membrane

If you're able, let us know about any potential chemical exposure before it happens; we may be able to make recommendations



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TRS
1001 E. Hebron Parkway #118-220
Carrollton, Tx 75010



SOW 225 Agreement to Perform Maintenance Services to Client Name

Date	Services Performed By:	Services Performed For:
Date	TRS	Client Name Client Address, City, ST ZIP Code

This SOW # 225 (hereinafter called the “SOW”), effective as of Date, is entered into by and between Contractor and Client, and is subject to the terms and conditions specified below. The Exhibit(s) to this SOW, if any, shall be deemed to be a part hereof. In the event of any inconsistencies between the terms of the body of this SOW and the terms of the Exhibit(s) hereto, the terms of the body of this SOW shall prevail.

Period of Performance

This maintenance agreement carries a term of 1 year. Maintenance inspections are conducted twice a year; one inspection during fall and; a second inspection in spring. Upon completion of this Performance Period, Contractor and Client will have the option to renew this agreement. Early termination of this agreement must be by written notice and mailed to: TRS at 1001 E. Hebron Parkway #118-220, Carrollton, Tx 75010.

Scope of Work

Contractor shall provide the Services and Deliverable(s) as follows:

1. Complete roof inspection of flat, shingle and/or metal roof
2. Clear roof of debris, including broom cleaning areas where dirt and dust accumulate from ponding water
3. Inspect and clean drains of debris, and re-secure drain fasteners where ever necessary. If drains are clogged or blocked below the roof line, the building manager will be notified
4. Inspect all flashing at all penetrations points including curbs, pipes, skylights, walls etc.,
5. Inspect and clear all gutters and downspouts. Re-attach downspouts where necessary
6. Re-secure loose sheet metal items and re-seal cracked or missing caulk joints

7. Advise the building owner or manager of any repairs needed beyond the scope of this agreement (if any)
8. Document (pictures included) all work performed, store on TRS database as part of client records and submit to insurance carrier and manufacture to ensure compliance of mandatory maintenance inspections

Inclement Weather

*Due to the severity of inclement weather patterns Texas is known for year round, additional inspections to detect the possibility of wind or hail damage can be scheduled. Cost for these type of weather related incidents are not covered as part of the standard maintenance plan TRS offers. However, fees related to wind and hail inspections or any other type services such as tarping roof surface areas or building, can usually be offset and transferred to the building owners insurance carrier. The TRS service representative deployed as a result of these type services will offer more information to the building owner regarding this process, should the need for these type inspections or services arise.

Work Beyond the Normal Scope or Work

If it is determined that upon inspection additional work, beyond the initial scope of work, will be required, then a detailed proposal will be drafted and submitted for the additional repairs. No work for the additional repairs will commence nor be performed without written approval of the building owner and/or manager on duty. Payment and invoicing procedures for additional work will be invoiced separately and follow the normal fee schedule.

Scheduling

1. Notice of maintenance inspections will be given 24-48 hours in advance. Confirmation of the appointment time must be agreed upon before contractor arriving at the site.
2. Unless otherwise noted, the first roof inspection (and any repairs) will occur the month of November, to prevent, as much as possible, winter months from doing damage.
3. The second roof inspection, and any repairs, will be conducted the month of April and/or May to determine what damage, if any, winter weather caused.

Fee Schedule

1. Payment is due not more than 30 days after completion of each inspection and repair. Invoices shall be submitted monthly referencing this Client's SOW Number to the address indicated above. Terms of payment for each invoice are due upon receipt by Client. Payment for services invoiced that are not received within 30-days from the date of invoice will be subject to a 5% penalty per calculated month, unless other payments arrangements are made in advance.

IN WITNESS WHEREOF, the parties hereto have caused this SOW to be effective as of the day, month and year first written above.

Client Name

TRS

By:

By:

Name:

Name:

Title:

Title: