# Standard Operating Procedure

Visual checks of all roofs will be made on a semiannual basis.

## Purpose

To prevent leaks caused by damage or wear of the roofs.

## Procedure

Semiannually:

1. Inspect joints for cracks which may cause a leak.
2. Inspect roof surface for tears, sagging, blisters, or broken joints.
3. Check flashing around stack vents for gaps.
4. Inspect roof stack vents for proper screens.
5. Inspect for torn or loose edges of roofing.
6. Report any unusual conditions to your immediate supervisor.