


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>General Maintenance</b>	<b>Procedure Number:</b>	<b>GM-03</b>
<b>Subject:</b>	<b>Roof Inspection</b>	<b>Effective Date:</b>	<b>January 1980</b>
		<b>Revised Date:</b>	<b>November 2016</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>December 2019</b>

**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.