



MIND your business



Institute for Catastrophic
Loss Reduction

Building resilient communities

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Roof drainage systems: Maintenance checklist



Proper wind maintenance leads to a reduction in risk to high winds.

What to look for:

- Inspect and clean the roof drainage system (all gutters, interior drains, and scuppers) at each season change and after any severe weather.
 - For steep-sloped roofs with asphalt shingles and low-sloped roofs with modified bitumen or built-up roofs, remove roof cover granules and pea gravel from gutters.
- Keep trees trimmed and away from the roof.
- Remove loose objects and accumulated debris – including anything left by contractors – from the roof.
 - Check under and around all roof-mounted equipment for debris.
- Check for and repair cracks around interior roof drains.
- When re-roofing, ensure that all drains, scuppers, and gutters are returned to their original operating conditions. Verify the roof drainage systems are free from any roofing materials or tools.
- When replacing gutters, consider larger-sized gutters which allow for greater flow.
- If located in a hurricane-prone region, ensure gutters are anchored by gutter straps designed to resist high winds.
- After severe weather, check all drainage systems for leaks and ensure they are properly secured and operating.
 - Gutters – Check for long-term standing water in gutters and correct any blockages that may be the cause. If there are no blockages but standing water still occurs, ensure gutter is properly sloped to the downspout.
 - Roof Slope – For low-sloped roofs, ensure the slope of the roof cover system and the insulation boards divert water to internal drains when present or to the edge of the roof. Long-term standing water is an indication of improper slope.
 - HVAC – Ensure all roof-mounted air conditioning drain lines funnel water to a drain.
 - Building Perimeter – Ensure downspouts funnel water away from the building and do not allow water to accumulate near the building's perimeter. This can cause interior water damage.



The Insurance Institute for Business & Home Safety (IBHS) created the source document, *Wind Roof Drainage Systems Maintenance Checklist*, used here with our sincere appreciation. The IBHS mission is to conduct objective, scientific research to identify and promote effective actions that strengthen homes, businesses, and communities against natural disasters and other causes of loss. Learn more about IBHS at IBHS.org.

Institute for Catastrophic Loss Reduction

Mission

To reduce the loss of life and property caused by severe weather and earthquakes through the identification and support of sustained actions that improve society's capacity to adapt to, anticipate, mitigate, withstand and recover from natural disasters.

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