

# MIND your business



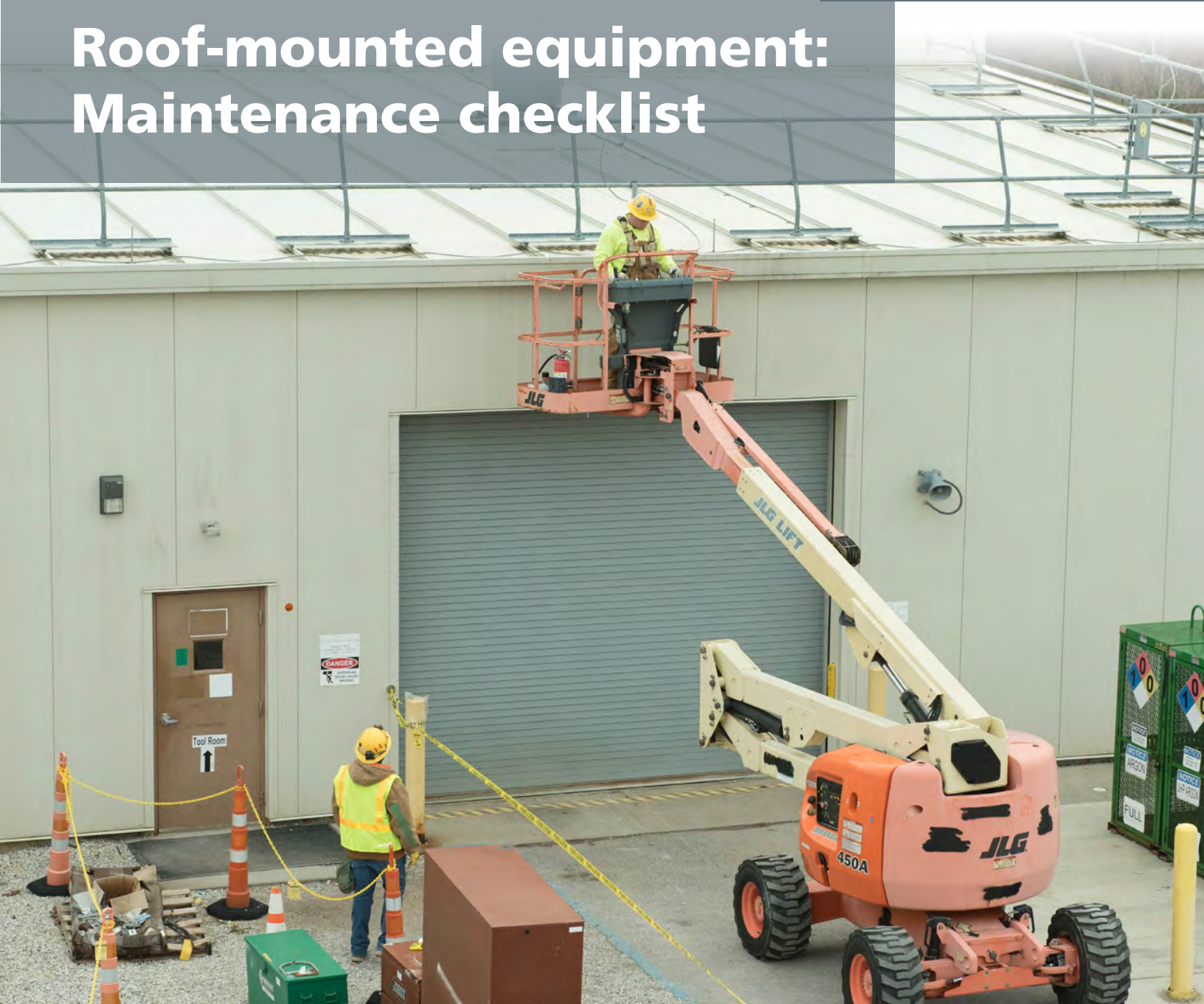
Institute for Catastrophic  
Loss Reduction

Building resilient communities

ICLR Commercial Bulletin

ISSUE 18 • FEBRUARY 2024

## Roof-mounted equipment: Maintenance checklist



Proper wind maintenance of this equipment leads to a reduction in risk to high winds.  
Protect the roof cover and other building components from windborne roof-mounted equipment.



## What to look for:

- Inspect for rusted metal panels, screws and metal flashing on curbs, and replace as soon as possible.
- Inspect around the unit's connection to the curb it sits on.
  - Confirm all mechanical units are securely attached to the curb and/or have hurricane straps/cables tightly installed over the units. Straps/cables should be attached to the curb or roofing structure.
- Check for any visible signs of potential leaks; these can be repaired using various roof sealants and caulks that are readily available.
  - If it is suspected that a water leak has occurred, the curbing itself should be inspected for rotting and replaced if needed.
- Check vents and stacks to ensure they are secured properly.
- Pull on all straps and cables to verify they are tightly secured; there should be little to no slack. Check manufacturer guidelines for more specific information.

## When working with a contractor:

While a local contractor or maintenance worker can perform most of the inspections and repairs that are necessary to keep rooftop equipment in good working order, it is important to inspect the equipment after the work is done to make sure all screws, cables, and cable straps are tightened and back in place. Failure to correctly reinstall screws and cables can compromise the unit's overall structural integrity and leave it vulnerable to potential damage during a windstorm. For example, the panels can tear away and skip across the roof cover. This creates water leaks and, in some cases, causes the roof cover to fail.

- Remind the contractor that you will not consider the job done until all parts of the unit are back in place and properly secured and all debris is removed.
- At the conclusion of rooftop equipment repair, have maintenance staff inspect the unit to make sure that screws, cables and cable straps are tightened and reconnected.
- Check the roof for miscellaneous debris, as well as tools that may have been left behind. Anything that is not firmly attached to the roof can become windborne debris in the event of a storm.



The Insurance Institute for Business & Home Safety (IBHS) created the source document, *Roof-Mounted Equipment 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](http://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.

30-34 Duncan Street  
 Toronto, Ontario  
 M5V 2C3  
 T 416-364-8677  
[www.iclr.org](http://www.iclr.org)  
[www.PIEVC.ca](http://www.PIEVC.ca)

Western University  
 Amit Chakma Building, Suite 4405  
 1151 Richmond Street  
 London, Ontario, Canada  
 N6A 5B9  
 T 519-661-3234  
 F 519-661-4273  
[www.iclr.org](http://www.iclr.org)