

**Purpose**

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

**Procedure**

Semiannually:

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.