



## REF: Roof Maintenance Program/ Emergency Repair Service

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One of the biggest problems in the long-term performance of commercial roofing systems is deferred maintenance. Even the smallest hole in the roof membrane left unidentified or untreated can cause premature roof failure. Manufacturer's warranties do not cover many items such as storm damage, abuse or negligence by other trades, metal flashings, pipe penetrations, roof top equipment or improper drainage. It is essential that these items are checked periodically to insure proper performance of your roof.

Our **Roof Maintenance Program** is a service we would like to extend to you as a valued customer. We will provide an annual roof inspection including a complete written report with photographs and basic house-keeping duties including:

- Remove any debris such as leaves, branches, rocks, etc.
- Clean gutters, downspouts, and drains to allow for proper drainage.
- Reseal metal flashing joints.
- Re-fill pitch pans around all pipe penetrations.
- Provide a written estimate for repairs of roof membrane or base flashings not covered by roof warranty. (Warrantable items will be repaired at no charge or reported to manufacturer.)

The benefits of our proactive **Roof Maintenance Program** are:

- Maintain a complete file on original installation, materials, warranties, and maintenance history.
- Prevent major roof damage through regular inspections, housekeeping, and general repairs.
- Reveal and address causes of leaks before they occur.
- Provide a planned, organized approach to roof management, spreading the costs over a period of time.
- Add years to the life of your roof through proper maintenance.
- Provide emergency repair service within a 24-hour response time at agreed rates.

Please sign and return this letter if you would like to receive this service or call if you have any questions.

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Print Name

\_\_\_\_\_  
Building Name / Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jacob Brox, Brox Industries, LLC