

STANDARD OPERATING PROCEDURE # FAC 5.005**Subject: Roof Drain Test Procedures Post Maintenance & Repair**

Purpose and Scope: To formalize Facilities Maintenance procedures for proper procedures to leak test a roof or roof drain.

Policy: When performing roof maintenance or making minor replacement to a roof system, the following steps shall be followed by the tradesman assigned to the task:

Procedures: After repairs are complete to a roof, roof drain, or metal flashing, test the area thoroughly with a water hose to confirm leak has been repaired. Replace ceiling tile if damaged and perform cleanup repair detritus.

Contact Director of Buildings & Grounds to evaluate carpet conditions and make recommendations for carpet extractions and treatment. The Director of Buildings & Grounds will contact Environmental Health & Safety to monitor and possibly replace carpet if condition warrants.

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