Facility Planning & Control

**4. RECOMMENDED AGENDA FOR ROOFING CONFERENCES**

Project Name:

Project Number: WBS No. :

Conference Location: Date:

Type of Conference: Preliminary Pre-Application

Architect:

Roofing Contractor:

General Contractor:

CONFERENCES ATTENDEES:

NAME ORGANIZATION TELEPHONE & FAX

**AGENDA FOR PRELIMINARY ROOFING CONFERENCE**

PURPOSE: Establish a direct line of communication, iron out initial questions regarding the project and to review project submittal requirements.

TIMING: The meeting should be held shortly after award of the Contract and at least six weeks prior to the anticipated start of roofing.

1. A complete set of Contract Documents (plans and specifications) to be available for review.

2. All meeting minutes to be furnished by the Designer to all parties within 7 days. Establish project record keeping procedures.

3. Review tentative progress schedule for roofing. Set approximate date.

4. Review roofing system and insulation requirements.

5. Weather considerations as they may apply to the project roofing installation.

6. Temporary roofing guidelines for the project. Who and when, will final decision be made, if necessary.

7. Inspection and Testing Requirements:

Name of Inspection Firm: Name of inspector: Phone:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

a. On‑Site Inspection - Discuss project requirements.

b. Laboratory Tests

8. Roof Deck:

Type and Thickness:

Slope: Location and Type of Drains:

Tentative Schedule for Erection:

Nailers, curbs, and sheet metal must be completed prior to roofing application. Review FM or UL requirements

9. Anticipated material storage areas and equipment set‑up locations touched upon. Review requirements.

10. Specific submittals from the Roofing Contrac-tor:

a. Material approval list

b. Shop drawings (if any)

c. Product material brochures and samples

d. Manufacturer's Guarantee review for compliance with specifications

11. Specific project detail discussion. (Include perimeter wall construction and rooftop mechanical equipment details.)

12. Other:

13. Review above items briefly and establish date for tentative Pre-Application Conference.

**AGENDA FOR ROOFING PRE-APPLICATION CONFERENCE**

PURPOSE:

To verify readiness of the project structure

To review assignments of Preliminary Conference

To scan last minute details, changes or corrections

To review anticipated schedule of progress

TIMING: Within one week of roofing application

ATTENDANCE: List attendees

*(The roofing job superintendent or foreman and the project roofing inspector should attend this meeting.)*

1. Copies of approved submittals should be available for review. Are any material changes required due to availability problems or other? Reminder that formal approvals are still required.

2. Review minutes of Preliminary Conference.

3. Discuss revised Roofing Application Schedule.

4. Equipment set‑up and on‑site material storage.

5. Deck Readiness:

a. Any required roof deck certifications must be in order

b. Rooftop inspection by those in attendance

c. Drain hookups complete

d. Curbs, nailers, roof deck penetrations, perimeter edges and mechanical equipment ‑ should all be set and complete

6. Review roof system, including insulation above deck. Discuss the required application of each to the other components.

a. Bitumens, felts, use of EVT, all typical application methods and any special techniques required for specified system.

b. Mechanical or adhesive attachments.

c. Vapor Retarders

d. Flashings

e. Saddles and/or crickets

f. Venting

g. Sheet metal

7. Phase Construction Guidelines for project. Factors affecting guidelines include local practices, climate and weather considerations. Tie-offs at days end.

8. Temporary roofing final decisions.

9. Housekeeping, material handling and finished work protection requirements.

10. Inspection and testing requirements ‑ who, frequency, type method of testing, point of application temperature readings, reporting, etc.

11. Project changes in plans, specifications or procedures to be followed ‑ discuss and establish who can approve and how documented.

12. Warranties, guarantees, manufacturer bonds or maintenance agreements (terms, types, who issues, when) for roofing and sheet metal material.

**NOTES**

**AGENDA FOR ROOFING FINAL INSPECTION AND WRAP-UP**

PURPOSE: To assure 100% completion of project requirements.

TIMING: Just before the Roofing Contractor concludes his work at the site.

1. Attendance should include those in attendance at the Pre‑Application Conference.

2. Complete rooftop walk over and review:

a. Perimeter edges

b. Walls

c. Curbs and other equipment

d. Drains

e. Rooftop penetrations

f. Site cleanup

g. Sheet metal

3. Final Punch List establishment of items to be completed. Copies to all parties.

4. Summary of project records. Organize for final file. Wrap up any loose ends. Checklist for final documents should include:

a. Warranties, guarantees, manufacturer bonds, or maintenance agreements

b. Inspection forms, reports, certificate of final completion

c. Laboratory final reports (if any required)

5. Recommendation for routine maintenance program to owner.

6. Discuss responsibility for roof system protection until project completed. Responsibility for coordination usually rests with General Contractor. Any damage or additional work to be conducted by original Roofing Contractor in order to keep original guarantee valid.

7. Final acceptance by the owner will not be made without submittal and approval of fully executed guarantees for each type of roof installed, which shall include, but not necessarily be limited to the Roofing Material Manufacturer's Guarantee (FP&C forms), Roof Completion Information Form and Contractor’s Guarantee on FPC‑R1, FPC‑R2 or FPC-R3.

**NOTES**

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| **ROOF COMPLETION INFORMATION**  Facility Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Building Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Site I.D.. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Building I.D. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Project No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WBS No. \_\_\_\_\_\_\_\_\_  Roof Section \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Replacement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Roof Type:** |  |  | **Surfacing Type:** |  |  | **Bitumen Type:** |  |  | **Drainage Type:** |
| 1. | BUR |  | 1. | Gravel |  | 1. | Hot Asphalt |  | 1. | Over the Edge |
| 2. | SBS Mod. Bit. |  | 2. | Smooth Uncoated |  | 2. | Torched Asphalt |  | 2. | Roof Drains |
| 3. | APP Mod. Bit. |  | 3. | Modified Asphalt |  | 3. | Cold Process |  | 3. | Perimeter Gutter |
| 4. | PVC/CPV |  | 4. | Ceramic Granules |  | 4. | Pitch |  | 4. | Internal Gutter |
| 5. | PUF |  | 5. | Silicone |  | 5. | Modified |  | 5. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 6. | Metal |  | 6. | Acrylic |  | 6. | None |  |  |  |
| 7.  8.  9. | Shingle  Tile  \_\_\_\_\_\_\_\_\_\_\_\_\_ |  | 7.  8.  9. | Urethane  Aluminum  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | 7. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | **Total Penetrations:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Slope:** |  |  | **Deck Type:** |  |  | **Insulation:** | | | **No. of Piles:** |  |
| 1. | None |  | 1. | Structural Concrete |  | 1. | Polyurethane Foam | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 2. | 1/8 in./ft. |  | 2. | Gypsum |  | 2. | Fiberglass | | | **Insulation Thickness:** | |
| 3. | 1/4 in./ft. |  | 3. | Metal |  | 3. | Perlite | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 4. | 1/2 in/ft. |  | 4. | Lt. Wt. Concrete |  | 4. | Tapered Perlite | | | **Roof Area (sq. ft.)** |  |
| 5. | \_\_\_\_\_\_\_\_\_\_\_\_\_ |  | 5. | Cement Fiber |  | 5. | Polystyrene | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  |  |  | 6.  7. | Wood  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | 6. | Wood Fiber | | |  |  |
| **Roofing Contractor:** | | | | | | | |  | Warranty Beginning Date: | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Address: | | | | | | | |  | Warranty Ending Date: | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
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| Roofing Contractor’s Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |  |  | | |
|  | | | | | | | |  |  | | |
| **Roofing Manufacturer:** | | | | | | | |  | Roof Warranty Number: | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Address: | | | | | | | |  | Beginning Date: | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |  | Ending Date: | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Roofing Manufacturer’s Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |  |  | | |