Facility Planning & Control

**4. RECOMMENDED AGENDA FOR ROOFING CONFERENCES**

Project Name:

Project Number & WBS:

Conference Location: Date:

Type of Conference: Preliminary Pre-Application Final Inspection

Designer:

Roofing Contractor:

General Contractor:

CONFERENCES ATTENDEES:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| NAME |  | ORGANIZATION |  | PHONE # |  | EMAIL ADDRESS |
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**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. Re-Roofing Projects may combine with Pre-Const. Conf. (ITB § 15).

 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. Size (4’x4’ adhered, 4’x8’ Mech. Fastened) and Thickness (R-Value), Staggered Joints

 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: (if Lt. Wt. Conc. has a Pull Test been done?)

Slope: Location and Type of Drains:

Tentative Schedule for Installation:

Nailers, curbs, and sheet metal must be completed prior to roofing application. Review CD Details, and discuss if raising Equip. Curbs is required or not.

 9. Discuss material storage areas, dumpster location, worker parking, and equipment set‑up locations. 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 (20-Year State Warranty)

e. Manuf. Assembly Letter (required for Pre-App. Conf. as well as materials on site)

11. Specific project detail discussion. (Include perimeter wall construction and rooftop mechanical equipment details, necessity of disconnecting any Exist. Rooftop Equip.)

12. Other:

13. Review above items briefly and establish date for tentative Pre-Application Conference. (Manuf. Assembly Letter and materials therein required on site prior to scheduling conference). Roof Manuf. Rep. and FP&C Roof Consultant to be scheduled to attend.

**AGENDA FOR ROOFING PRE-APPLICATION CONFERENCE**

PURPOSE:

To verify readiness of the project structure

To walk site with Roof Manuf. Assembly Letter in hand, verifying materials on site comply.

To scan last minute details, changes or corrections

To review anticipated schedule of progress

TIMING: Following receipt of Roof Manuf. Assembly Letter, all materials on letter delivered to site, and prior to Roofing Work.

ATTENDANCE: List attendees

(Required attendees: FP&C Project Manager, FP&C Roofing Consultant, Roof Manuf. Rep., User Agency Contact, Designer, Contractor Superintendent.)

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. Check 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. Roof Drain Pipes are verified free of Demo Debris

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

a. (2) Layers Polyiso Insulation (staggered), (1) Layer Cover Board (any special techniques required?)

b. Mechanical or adhesive attachments (Mech. Fasteners = 4’x8’ or Adhesion = 4’x4’ board size)

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 - State Roofing Consultant at Final Inspection; Roof Manuf. Inspector as required and at Final Inspection.

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

12. Contractor must provide State 2-Yr Guarantee, and perform 1 & 2 Year Inspections. Roof Manuf. must provide 20-Yr Warranty. Pre-Finished Metal Manuf. must provide 20-Year Finish Warranty.

**NOTES**

**AGENDA FOR ROOFING FINAL INSPECTION**

PURPOSE: To assure 100% completion of contract requirements.

TIMING: Prior to the Roofing Contractor concludes his work at the site.

1. Attendance must 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

h. Any special conditions

3. Final Punch List establishment of items to be completed. Copies to all parties. Attached to Meeting Minutes issued by Designer

4. Summary of project records. Organize for final file. Wrap up any loose ends.

5. Stress importance of Bi-Annual (and after storm) Maintenance to User-Agency (keep file for claim)

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. Acceptance by the state will not be issued without submittal and approval of fully executed guarantees for each type of roof installed, which shall include, but not necessarily be limited to the following applicable forms, which can be found on the Instructions to Designers page of the FPC Website:

1. *Recommendation of Acceptance (ROA)*: (Designer’s Responsibility)
2. *Letter of Concurrence*: Concurring in Designer’s ROA (User Agency’s Responsibility)
3. *Roof Completion Information Form*: with a Roof Plan on 8-1/2”x11” of Individual State ID’s or different Material Roof (Designer’s Responsibility)
4. *Roof Guarantee/Warranty (2)*: (Contractor’s Responsibility)
5. 20-Year Manuf. Membrane Warranty (State Form in ITD § 28e; 28d for Metal Roof)
6. 2-Year Contractor Warranty R-1 (Sub & GC) or R-2 (GC) (State Forms in ITD § 28a, 28b); 28c for Metal Roof)
7. *Final Cost & Const. Data Report:* Div. 7 Primarily, *attached to “DESIGNER LETTER” E-mail when project began* (Designer’s Responsibility)
8. *As-Builts:* Const. that changed from Contract Docs, Marked-up Job Prints delivered to designer (Contractor’s Responsibility)
9. *Final Documents delivered:* drawings & specs marked “*RECORD DOCUMENTS”* as Hard-copy, as well as PDF & CAAD DWG Files (include Line Weight Files) on Thumb-Drive to FP&C & User Agency (Designer’s Responsibility)

**NOTES**

**ROOF COMPLETION INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Facility Name: |  | Building Name: |  |
| Site Code: |  | State I.D: |  |  | Project No. & WBS: |  |
| [ ] New Roof [ ] Total Replacement [ ] Partial Replacement | Roof Section(s): |  |

 [ ]  Roof Plan Attached (required)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Roof Type:** |  |  | **Surfacing Type:** |  |  | **Connection Type:** |  |  | **Drainage Type:** |
| 1. | SBS Mod. Bit. |  | 1. | Ceramic Granules |  | 1. | Cold Process |  | 1. | Over the Edge |
| 2. | PVC  |  | 2. | Smooth Uncoated |  | 2. | Hot Asphalt |  | 2. | Roof Drains |
| 3. | TPO |  | 3. | Modified Asphalt |  | 3. | Torched Asphalt |  | 3. | Perimeter Gutter |
| 4. | Metal |  | 4. | Silicone |  | 4. | Mechanical Fastener |  | 4. | Internal Gutter |
| 5. | Tile |  | 5. | Acrylic |  | 5. |  |  | 5. |  |
| 6. | Shingle |  | 6. | Urethane |  |  |  |  |  |  |
| 7. | Cedar Shake |  | 7. | Aluminum |  |  |  |  | **Total Penetrations:** |
| 8. |  |  | 8. | Pre-Finished Paint |  |  |  |  |  |
|  |  |  | 9. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | **No. of Plies:** |
|  | **Slope:** |  |  | **Deck Type:** |  |  | **Insulation:** |  |  |
| 1. | 1/4 in./ft. |  | 1. | Structural Concrete |  | 1. | Polisocyanurate |  |  |
| 2. | 1/8 in./ft. |  | 2. | Gypsum |  | 2. | Cover Board |  | **Insulation Thickness:** |
| 3. | 1/2 in/ft. |  | 3. | Metal |  | 3. | Fiberglass |  |  |
| 4. |  |  | 4. | Lt. Wt. Concrete |  | 4. | Wood Fiber |  |  |
|  |  |  | 5. | Cement Fiber |  | 5. |  |  | **Roof Area (sq. ft.)** |
|  |  |  | 6. | Wood |  |  |  |  |  |
|  |  |  | 7. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Roofing Contractor (2-Year State Guarantee):** |  |  |
|  |  | Warranty Beginning Date: |
| Address: |  | (same as Acceptance Date) |
|  |  |  |
|  |  | Warranty Ending Date: |
|  |  |  |
| Roofing Contractor’s Telephone: |  |  |  |
| Roofing Contractor’s Email: |  |  |  |
|  |  |  |
| **Roofing Manufacturer (20-Year State Warranty):** |  |  |
|  |  | Roof Warranty Number: |
| Address: |  |  |
|  |  | Beginning Date: |
|  |  | (same as Acceptance Date) |
|  |  |  |
| Roofing Manufacturer’s Telephone: |  |  | Ending Date:  |
| Roofing Manufacturer’s Email: |  |  |  |