

## SERVICE WORKS

## “UP ON TOP” NEWS

## The Benefits of Record Keeping For Your Roof

When something goes wrong with your roof, records are handy because:

- The roof may still be covered by warranty and, if so, you should know how and whom to formally notify.
- You will know who the original designer and roofing contractor were.
- There may be notations regarding exceptions to specifications, which could explain apparent defects.
- If litigation is possible, you will need the documentation.

Owners of multiple properties can mine the data to determine which roof systems are performing best for them. Life-cycle analysis will be realistic since it is based upon your own properties, not on promotional or theoretical aspects. Analysis should lead to rational selection of future roofing projects and the remedial steps that are paying off. Per-

haps the major benefits are in the economics, so that replacement costs can be incorporated into a long-range capital improvement program as part of your budget process.

Suggestions for documents that may be useful include:

**Pre-roofing conference documentation.** The purpose is to establish a direct line of communication, iron out initial questions regarding the project, and review submittal requirements.

**Pre-application conference documentation.** The purpose is to verify readiness for roofing; review assignments of preliminary conference; scan last-minute details, changes, or corrections; and review the anticipated schedule of progress. (If the building is occupied, plan for interior protection of contents and business interruption, and warn occupants of possible odors and noise.)

**Final inspection and project wrap-up documentation.** The purpose is to assure 100-percent completion of project requirements.

building owners require a moisture survey at the time of roof completion. This verifies that the roof has been installed dry (wet insulation detected after the survey could be due to construction traffic by other trades and would be the responsibility of the general contractor).



Other items that should be placed in the roofing file include a roof plan; the location of any hidden conduit; drawings and specifications (as built); copies of

labels on roofing materials, including UL, FM, ASTM, or ANSI designations; and trade names of materials (if not imprinted on membrane and flashings).

Consideration should be given to emergency procedures, such as the storage of patching materials and training of key maintenance personnel. If the roof will be subjected to routine traffic in order to service rooftop units, protective walkways may be needed. Establish a protocol so that, if these trades damage the roof, it will be reported and attended to by the end of the workday.

On new construction projects, some



5423 N. 59TH STREET  
TAMPA, FL 33610  
PHONE 813-626-7717  
FAX 813-626-7248

3331 NW 55TH STREET  
FT. LAUDERDALE, FL 33309  
PHONE 954-777-0203  
FAX 954-777-0283

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