Alabama Department of Finance, Real Property Management
Division of Construction Management
P.O. Box 301150, Montgomery, AL 36130-1150. (334) 242-4082 (phone), inspections@rpm.alabama.gov

PRE-ROOFING CONFERENCE CHECKLIST

The Architect shall prepare a written report indicating actions taken and decisions made at this pre-roofing conference. This report shall be made a part of the job record and copies furnished to the General Contractor, the Awarding Authority/Owner, the Technical Staff, and the DCM Project Inspector. The following are recommended topics to be covered during the required Pre-Roofing Conference. Contact the DCM Project Inspector for scheduling at least fourteen (14) days in advance of the desired conference date.

CHECKLIST ITEMS
1. Name and relationship to the job of local Owner personnel.
2. Public officials involved.
3. Names of Architect/Engineer personnel involved.
4. Provide e-mail addresses on the Pre-Construction Sign-In sheet.
5. Description of each roofing system(s) involved in the project.
6. Verify the Roofing Contractor is qualified by the Roofing manufacturer and capable of providing all specified warranties.
7. Construction sets of plans available to the contractor.
8. Verify alternates accepted, etc.
9. There shall be no deviations made from the drawings or specifications without prior written approval from the architect.
10. Review all Factory Mutual and Underwriters Laboratories requirements listed in the specifications and resolve any questions or conflicts that may arise.
11. Manufactures Roofing Warranties must be dated within 30 days of the date of the Substantial Completion or Final Inspection, and cannot be held.
12. Sample of Manufacturer's Warranty review for comparison to specified warranty. Roofing Certification Form and Severe Hail Rider are warranty components. *Note: Warranties must include language that allows disputes to be settled in the State of Alabama.*
13. All Required Roofing Warranties in hand and fully executed at the Final Inspection to achieve substantial completion. This includes Manufacturer's and DCM Form C-9. Five-Year Warranty issued by the General Contractor and/or Roofing Contractor.
14. Establish weather and working temperature conditions to which all parties must agree.
15. Coordinate all work activity with the Owner. Work should not disrupt the Owner's operation, such as with noise or fumes. Temporary measures are to be considered to stop the existing mechanical intake operation if disturbing fumes are anticipated.
16. Establish areas on the job site that will be designated as work and storage areas for roofing operations.
17. Deck shall provide adequate drainage. There shall be NO standing or pooling water on the roof for the time specified by the roofing manufacturer after a rain event.
18. The mechanical, plumbing, and electrical contractor shall coordinate with the roofing contractor for any roof penetrations. The roofing contractor shall install all roof penetrations. Curbs and flashing provided must be accepted by the roofing contractor and manufacturer. *Note: Maintain the minimum clearance as specified by the Roofing Manufacturer for penetrations from walls, parapets, curbs, etc.*

19. Verify manufacturers and/or Special inspections to be performed.
    It is strongly recommended that the Awarding Authority/Owner and design professional consider employing the services of an experienced and totally non-proprietary roofing consultant to make periodic inspections of the in-progress work and submit written reports of application quality and progress.
20. Do not remove more than can be recovered daily. Protect the building interior daily. The contractor is responsible for weather damage.
21. Protection During Application: At no time during construction should the surface of an asphalt or coal tar pitch roofing system be left unprotected. A glaze coat of asphalt or pitch must be applied to the surface of the membrane if the top pour or cap sheet cannot be applied on the same day.
22. Store roofing materials in a safe and protected location. Shipping and packaging are not considered proper covering from the elements. Insulation must be protected with tarps. WET INSULATION MATERIALS WILL BE REJECTED.
23. All manufacturer markings should be removed from the roof, and comments should be resolved before final inspections.
24. Routine Job Clean-Up:
    a. Debris to be removed daily from the roof and grounds, and removed from the site when the dumpster becomes full. Do not allow the dumpster to spill over or debris to be blown. Burning of trash on-site is not allowed.
    b. Locate dumpsters away from existing buildings.
    c. Secure and protect any new materials stored on site.
25. Establish acceptable methods of protecting the finished roof if any trades must travel across or work on or above any areas of the finished roof. Roof shall be cleaned of all debris, including material spills before final inspection.
26. Contractor should video survey the interior and exterior of the building with the Owner before starting work. Provide advance notice for required DCM inspections.
27. Safety/OSHA: Safety is the contractor’s responsibility. As a courtesy, notify the Architect if there has been any problem.