


Office of the City Engineer

John C. Rooney, P.E.
Commissioner of Public Works/City Engineer



City Hall
730 Washington Avenue
Racine, WI 53403
262.636.9191
Fax: 262.636.9545

TO: Alder Molly Jones, Chairwoman
Public Works and Services Committee

FROM: Thomas M. Eeg 
Assistant Commissioner of Public Works/Operations

DATE: July 28, 2020

RE: Final Payment, Contract 20200029, Roof Replacement - Central Heating
Plant, Carlson Racine Roofing & Sheet Metal, Inc., Contractor

The work on Contract 20200029, Roof Replacement - Central Heating Plant has been completed and Carlson Racine Roofing & Sheet Metal, Inc. is requesting final payment in the amount of \$55,435.00

The project was authorized by Resolution No. 0236-20, dated May 19, 2020. Funding is available in Org-account 45040 – 57200, DPW – Building Improvements.

TME:rlh

cc: John Rooney
Jon Dragotta
File

Commissioner of Public Works
 730 Washington Avenue Room 304
 Racine, WI 53403

Partial Payment No. FINAL
 Period from 6/1/2020 to 7/23/2020

20200028 Roof Replacement - Central
 Heating Plant (68853201)

Description of Work and/or Materials Stored on Site	Quantity	Unit Cost	Total Cost	COMPLETE TO DATE	
				Quantity	% Complete
1 Perform Roof Replacement at the Central Heating Plant, 750 Washington Avenue, as shown in the attached plans and specifications.	LS 1	\$47,190.00	\$47,190.00		
Change Order #1			\$6,425.00	100	47,190
Total Contract Amount			\$55,615.00		55,615

According to the best of my knowledge and belief, I certify that the work covered by this Detailed Estimate has been completed in accordance with the Contract Documents, and that the current payment shown herein is due. I further certify that all claims outstanding as of the date against the undersigned as Contractor for labor, materials, and expendable equipment employed in the performance of said contract up to this date have been paid in full in accordance with the requirements of said contract.

Contractor Carlsco Roofing & Sheet Metal Inc.

By  (Signature of Officer, Partner, or Owner)

Date 7/23/2020

Title President

Paul Angers/Kou
 7/24/2020

\$55,615 Total Contract Amt

CITY OF RACINE
DEPARTMENT OF PUBLIC WORKS

CONTRACT CHANGE ORDER

Contract No. & Name CONTRACT NO. 20200029 Roof Replacement - Central Heating Plant

C.O. No. 1 Funding Account(s) 45040 57200 Original Contract \$ 47,190.00
Previous C.O.'s _____
Contract Total \$ 47,190.00

Contractor Carlson Racine Roofing & Sheet Metal

We mutually agree to the contract change order as herein delineated.

Item No.	Description of Changes - Quantities, Units, Unit Prices, Change in Completion Schedule, etc.	Decrease in Contract	Increase in Contract
1	Deduct redoing exposed joints in stone coping	\$1,435.00	
2	Install new plywood and metal copings around entire roof		\$9,680.00
	Total Decrease	\$1,435.00	XXXXXXXXXX
	Total Increase	XXXXXXXXXX	\$9,680.00
	Change in Contract Amount due to this Change Order		\$8,245.00

Adjusted Contract Amount \$55,435.00

The time provided for completion in the contract is increased by 10 calendar days.
This document shall become an amendment to the contract and all provisions of the contract will apply hereto.

Accepted by [Signature] Contractor 7-23-2020 Date

Recommended by [Signature] Engineer/Department Head 7-27-2020 Date

Approved by [Signature] Finance Director 7-28-20 Date

Approved by [Signature] Commissioner of Public Works 7/28/2020 Date

Authorized by Resolution No. 0436-20 7/21/2020 Date

Consultant - Dave Angove/kw 7/24/2020



Invoice

INVOICE NUMBER: 29390

2401 Eaton Lane
Racine, Wisconsin 53404 USA
Voice: (262) 832-5920
FAX: (262) 632-0958

PAGE: 1

SOLD TO:

City of Racine
Facilities Manager STE# 304
730 Washington Avenue
Racine, WI 53403

Ship To:

City of Racine
Facilities Manager STE# 304
730 Washington Avenue
Racine, WI 53403

CUSTOMER ID	CUSTOMER PO	SALES REP ID
City of Racine	20200029	

PAYMENT TERMS	INVOICE DATE	DUE DATE
Net 20 Days	7/21/20	8/10/20

DESCRIPTION	AMOUNT
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Final Invoice

Reroofing work completed on the Racine Central Heating Plant per our bid \$47190.00 - Due this invoice:	47,190.00
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Change order #1 - Deduct redoing exposed joints in stone coping and installing plywood and metal copings around perimeter \$8245.00	8,245.00
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SUBTOTAL 55,435.00

SALES TAX

TOTAL INVOICE AMOUNT \$55,435.00

PAYMENT RECEIVED

CHECK NO.:

TOTAL DUE \$55,435.00

All applicable taxes have been included

TO: Commissioner of Public Works
Racine, Wisconsin

Lien Waiver (in full)

WAIVER OF CONSTRUCTION LIEN

For value received, the undersigned hereby waives all rights to or claims for a lien on the land hereafter described, for any and all work, materials, plans and specifications made or furnished or to be made or furnished for the improvement of said lands, said improvements being done for the City of Racine by

CARLSON RACINE ROOFING & SHEET METAL INC.
(prime contractor's name)

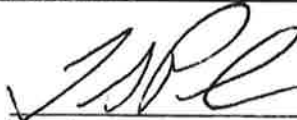
said lands being situated in Racine County, State of Wisconsin, and described as follows (contract number and name of contract):

2020 0029 ROOF Replacement
Central Heating Plant

The work done and/or materials furnished by the undersigned for said job is as follows:

Roofing Replacement Per
Contract 20200029

(describe).



Signature

President

Title

Carlson Racine Roofing & Sheet Metal Inc

Firm Name

Date of this Waiver:

July 23, 2020

Date 7/23/2020

TO: Commissioner of Public Works
City of Racine
730 Washington Avenue
Racine, Wisconsin 53403

CONTRACTOR COMPLIANCE WITH RACINE WORKS PROGRAM

This is to certify that all provisions of Section 46-41 of the Racine Municipal Code have been fully complied with:

Contract No. & Name 2020 0029 - Roof Replacement
Central Heating Permit

These provisions include:

1. Contractor certifies that 20% of all hours compiled by him or by any subcontractor in the performance of above contract shall be by eligible residents as outlined in Racine Municipal Code, Sec. 46-41. - Racine Works Program.
2. Contractor agrees to have available for inspection sworn reports on compliance for himself and his subcontractors, listing the name and address of every employee employed in carrying out the contract, type of work performed by employee, number of hours employed during the period.
3. This notarized statement is submitted in lieu of making sworn biweekly reports as required under provisions of the aforementioned sections of the Racine Municipal Code. The contractor shall, however, have the information as described in Section 46-38 available in its office for inspection by the City and agrees to deliver reports to the Commissioner of Public Works upon request.

Company Carlson Roofing & Sheet Metal
 By [Signature]
 Title President

Subscribed and sworn to before me this

23 day of July A.D. 2020
[Signature]



Notary Public, Racine County

My commission expires Mar 4, 2020

Whereas: Carlson Racine Roofing & Sheet Metal Inc., herein called "Contractor" has completed the application of the following roof:

Owner: City of Racine
Address of Owner: 730 Washington Avenue Racine WI 53403
Type & Name of Building: Racine Central Heating Plant
Location: 750 Washington Avenue Racine WI
Area of Roof: 28 Squares – All Flat Roofing (Upper & Lower)
Date of Completion: 7/9/2020
Date Guarantee Expires: 7/8/2022

Whereas, at the inception of such work, Contractor agreed to guarantee the aforesaid roof for a period and subject to the conditions herein set forth:

Now, Therefore, Contractor hereby Guarantees, subject to the conditions herein set forth, that during a period of Two (2) years from the date of completion of said roof, it will, at its own cost and expense, make or cause to be made such repairs to said roof resulting solely from faults or defects in materials or workmanship applied by or through Contractor as may be necessary to maintain said roof in watertight condition.

This guarantee is made subject to the following conditions:

1. Specifically excluded from this guarantee is any and all damage to said roof, the building or contents caused by the acts or omissions of other trades or contractors: lightning, windstorm, hailstorm, flood earthquake or other unusual phenomena of the elements: foundation settlement: failure or cracking of the roof deck: defects or failure of material used as a roof base over which the roof is applied: faulty construction of parapet walls, copings, chimneys, skylights, vents, supports, or other parts of the building: vapor condensation beneath the roof: penetrations for pitch boxes: water leakage due to erosion and porosity of mortar and brick: dry rot: stoppage of roof drains and gutters; penetration of roofing from beneath by rising nails: inadequate drainage, slope or other conditions beyond the control of Contractor which cause ponding or standing of water; termites or other insects; rodents or other animals; or fire. If the roof is damaged by reason of any of the foregoing, this guarantee shall thereupon become null and void for the balance of the guarantee period unless such damage is repaired by Contractor at the expense of the party requesting such repairs.
2. Contractor is not liable for consequential damages to the building or contents resulting from any defects in said roof, including, but without limitation, any interruption of business experienced by Owner or occupants of the building.
3. This guarantee shall become null and void unless the Contractor is promptly notified in writing of any alleged defect in materials or workmanship and provided an opportunity to inspect and, if required by the terms of this Guarantee, to repair the roof.
4. No work shall be done on the said roof, including, but without limitation, work in connection with flues, vents, drains, sign braces, railings, platforms or other equipment fastened to or set on the roof, and no repairs or alterations shall be made to said roof unless Contractor shall first be notified in writing, shall be given the opportunity to make the necessary roofing application recommendations with respect thereto, and such recommendations are complied with. Failure to observe this condition shall render this guarantee null and void. Contractor shall be paid for time and materials expended in making recommendations or repairs occasioned by the work of others on said roof.
5. This guarantee shall become null and void if the roof is used as a promenade or work deck or is pruned or flooded, unless such use was originally specified and the specification is noted in paragraph 9, below.
6. This guarantee shall not be or become effective unless and until Contractor has been paid in full for said roof in accordance with the agreement pursuant to which such roof was applied.
7. This guarantee shall accrue only to the benefit of the original Owner named above. It is not transferable to any other person, except with the prior written consent of Contractor.
8. This guarantee is in lieu of all other guarantees or warranties express or implied. ALL IMPLIED GUARANTEES AND WARRANTIES, AND SPECIFICALLY THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE EXPRESSLY EXCLUDED AND DISCLAIMED.
9. Additional conditions or exclusions: NONE

IN WITNESS WHEREOF, this instrument has been duly executed this 24th day of July, 2020



Carlson Racine Roofing & Sheet Metal Inc.

By: _____

Date Issued: 7/8/2020

Warranty No.: W20004847

10 Years From: 07/08/2020

CT Specification: BUR(G)-1-4-A

Owner: City of Racine, 730 Washington Ave., Racine, WI, 53403, 262-636-8121

Building: Racine Central Heating Plant, 750 Washington Ave., Racine, WI, 53403, 262-636-8121

Roofing Area: 28 squares

Applied By: Carlson Racine Roofing & Sheet Metal Inc, 2401 Eaton Ln, Racine, WI, 53404, 262-632-5920

Coverage

CertainTeed LLC (CT) hereby warrants the roof system installed at the above address, subject to the following terms, conditions, limitations and exclusions, for a period of **10** years from the date of completion of the roof system installation. If, during the duration of this Limited Warranty, a leak is caused by a deficiency in the workmanship of the roof system installation or by a manufacturing defect in the roof system, CT or its designated roofing contractor will, at CT's expense, repair or replace the roof system only as necessary to restore it to a watertight condition. Only deficiencies in the roof system that cause leaks are covered by this Limited Warranty. In no event will CT be responsible for any costs related to the removal or abatement of any asbestos present in any existing roof system to which the CT roof system is applied. Roof system, as used herein, shall include the following components: FlintBoard® insulation, FlintFast® fasteners, FlintPrime® Primers, FlintCoat® Coatings, FlintBond® adhesives, FlintEdge® metals, SmartFlash® (ONE) liquid applied flashing, applicable base sheet(s), Interpl(ies), cap sheets and hot asphalt between layers when applicable, as required for the warranty duration and applied per CT's Commercial Roof Systems Specifications. Roof components which are not part of the roof system and hence not covered by this Limited Warranty include the following: underlying roof deck, insulation (non-CT brand), vapor retarders (non-CT brand), fasteners (non-CT brand), liquid flashing (non-CT brand), metal work (non-CT brand), drains, pitch pans, expansion joints (non-CT brand), skylights, vents, plastic accessories, decorative or reflective coating (non-CT brand), surfacing and/or any aggregates.

Exclusions from Coverage

This Limited Warranty does not cover leaks, damages or injuries of any type, including, but not limited to, damage to roof insulation, roof decks or other bases over which the CT products are applied, attributable directly or indirectly to any of the following:

1. Natural disasters, including, but not limited to, cyclones, tornadoes, hurricanes or other winds exceeding Force 9 on the Beaufort scale, lightning, earthquakes, flood, hail or fire;
2. Falling objects, civil insurrection, war, riot or vandalism;
3. Settlement, deflection, movement, moisture content, inadequate attachment or other deficiencies of the roof deck, pre-existing roof system, walls, foundations or any other part of the building structure, insulation or other materials underlying the roof system;
4. Failure of the roof system caused or contributed by:
 - a. Maintenance, repair or work on the roof unrelated to the roof system, such as mechanical, electrical or plumbing;
 - b. Infiltration or condensation of moisture in, through or around the walls, copings and metal components, pitch pans, building structure or underlying or surrounding materials;
 - c. Traffic of any nature or use of the roof surface as a storage area, walking or recreational surface or for any other similar purpose;
 - d. Movement or deterioration of metal work used in conjunction with the roof system;
 - e. Deposits of solids or liquids which may cause deterioration of the roof system;
 - f. Building design or construction;
 - g. Lack of positive drainage, to completely remove water from the roof system per NRCA guidelines; or
 - h. Installation over a wet surface or substrate;
5. Failure to adhere to CertainTeed's Commercial Roof Maintenance Program;
6. Unauthorized application on excluded buildings or structures (see CT's General Recommendations);
7. Any change in the building's basic usage unless approved in advance in writing by CT;
8. Any use of roofing material of any kind or nature not approved in CT's Commercial Roof Systems Specifications;
9. Placement of any additional structures on the roof system such as, but not limited to, equipment or framework used in connection with air conditioning units, transmission and/or reception devices, signs and/or water towers;
10. Failure to maintain the watertight integrity of the roof system; owner must make repairs within 30 days of notification by CT to non-warranted items that affect the watertight integrity of the roof system.

In addition, CT will not be responsible for, or have any liability for, changes to the appearance of the roof system that do not result in roof leaks. This includes, but is not limited to: the loss of granules from the cap sheet and/or surface cracking or blistering due to weathering or normal wear and tear from the elements.

Non-Warranted Repairs

Repairs must be made by a CT Gold Star or Silver Star roofing contractor or roofing contractor approved in advance by CT. Should a nonwarranted repair be made by any roofing contractor, payment must be remitted to the roofing contractor within 30 days from completion of the work or the Limited Warranty will be void. Should non-warranted repairs not be made within 30 days of notification by CT, the Limited Warranty will be void.

Two-Year Inspection

A mandatory inspection will be made of the roofing membrane within 2 years from the date of application. If for any reason CT or its authorized representative is not granted access to perform the inspection this Limited Warranty shall be void.

Unapproved Repairs, Alterations, Deletions or Additions

All repairs, alterations, deletions or additions to any aspect of the roof, or any material contiguous thereto, must have prior written approval of CertainTeed Roofing Warranty & Technical Services Department (CertainTeed Roofing Products Group, Technical Services Department, 20 Moores Road, Malvern, PA 19355, (800) 396-8134). If owner, without prior written consent of CT, makes or permits any repairs, alterations, deletions or additions to the roof, all of CT's obligations, duties and coverage under this Limited Warranty will terminate.

Notice of Claims

Any claim or request for CT to perform under this Limited Warranty must be made by owner to CT in writing to the above listed address or by visiting www.ctroof.com within thirty (30) days of discovery of the defect (notification to the contractor is not considered notice to CT) or CT will have no responsibility for the repairs. This notice of claim must include a general description of the alleged defect and a copy of the roof maintenance records. Owner shall grant access to the entire roof system as necessary for CT to investigate a claim. If access is not granted, CT shall have the right to determine, at its sole discretion, that this Limited Warranty is void as to that portion of the roof system to which access is denied. Should the investigation of the leak be determined not to be covered under this Limited Warranty, any costs associated with the leak investigation shall be the owner's sole responsibility.

NOTE: In the event an emergency condition exists which requires immediate repair to avoid damage to the building or its contents, owner may make essential temporary repair(s) performed by a qualified roofer. CT will only reimburse Owner for essential temporary repair expenses that would have been covered under this Limited Warranty.

Modifications

Only CertainTeed Roofing Warranty & Technical Services Department is authorized to modify coverage provided by this Limited Warranty. Issuance of this Limited Warranty or review or inspection of plans, the building or product application by a CT representative does not waive any exclusions or conditions of this Limited Warranty. Application of a roof system that deviates from CT's Commercial Roof Systems Specifications voids coverage, unless prior written approval is provided by CertainTeed Roofing Warranty & Technical Services Department.

Transferability of Warranty

This Limited Warranty may be transferred to a subsequent owner only if CertainTeed Roofing Warranty & Technical Services Department is notified at the above listed Malvern address within thirty (30) days of real estate title transfer and upon payment of the applicable transfer fee to CT. Failure to transfer this Limited Warranty pursuant to these stated conditions terminates CT's warranty obligations. If it is determined at CT's sole discretion that the roof is in a state of poor maintenance or in disrepair, CT reserves the right to reject the transfer and void this Limited Warranty. All transfer fees will be refunded minus the cost of any applicable inspection and administrative fees.

Conditions Pertaining to Warranty Effectiveness

This Limited Warranty shall become effective only upon the occurrence of all the following events:

1. Receipt of roofing contractor's notice of completion;
2. CT final inspection and completion of all punchlist items
3. Payment of CT's warranty fee to CT; and
4. Owner's payment to roofing contractor for installation and supplies.

Should a dispute arise between any of the parties (contractor, owner, CT) as to whether or not any of these Conditions Pertaining to Warranty Effectiveness have been satisfied, CT will hold the Limited Warranty in abeyance until such time as the parties agree that all Conditions have been satisfied.

Exclusive Warranty and Limitations of Remedies

THIS DOCUMENT CONSTITUTES THE EXCLUSIVE WARRANTY AND SOLE REMEDIES PROVIDED BY CERTAINTEED. THE WARRANTY AND REMEDIES CONTAINED IN THIS DOCUMENT ARE EXPRESSLY IN LIEU OF ANY AND ALL OTHER OBLIGATIONS, GUARANTEES, WARRANTIES AND REPRESENTATIONS, WHETHER WRITTEN, ORAL, IMPLIED BY STATUTE, AT LAW OR IN EQUITY, INCLUDING WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR USE AND FITNESS FOR A PARTICULAR PURPOSE. SOME STATES OR JURISDICTIONS MAY NOT ALLOW THE EXCLUSION OF IMPLIED WARRANTIES, SO THE ABOVE EXCLUSION MAY NOT APPLY TO YOU. CERTAINTEED'S OBLIGATIONS, RESPONSIBILITIES AND LIABILITY SHALL BE LIMITED TO REPAIRING OR REPLACING THE DEFECTIVE PRODUCT AS SET FORTH IN THIS LIMITED WARRANTY. IN NO EVENT SHALL CERTAINTEED BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND, INCLUDING ANY DAMAGE TO THE PROPERTY, THE BUILDING OR ITS CONTENTS, OR FOR INJURY TO ANY PERSONS, THAT MAY OCCUR AS A RESULT OF THE USE OF CERTAINTEED'S PRODUCTS OR AS A RESULT OF THE BREACH OF THIS WARRANTY. IF YOUR STATE OR JURISDICTION DOES NOT ALLOW EXCLUSIONS OR LIMITATIONS OF SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES, THE ABOVE LIMITATIONS MAY NOT APPLY TO YOU. THIS LIMITED WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS AND YOU MAY HAVE OTHER RIGHTS THAT MAY VARY BY STATE OR JURISDICTION.

Agreement to Binding Arbitration

Any and all claims, disputes and other matters in question that may occur between owner, the contractor, and/or CT, arising out of, in connection with, or relating to this Limited Warranty or breach thereof, shall be submitted to BINDING ARBITRATION for resolution. The arbitration shall be conducted by the American Arbitration Association under its Construction Industry Arbitration Rules then in effect, unless the parties mutually agree otherwise. This agreement to arbitrate shall be specifically enforceable under the Federal Arbitration Act, 9 U.S.C. Â§ 2 or the applicable state arbitration laws. The award rendered by the arbitrator shall be final, and judgment may be entered upon such award in accordance with applicable law in any court having jurisdiction thereof.

Examination or Inspection

Examination or inspection CT does not practice engineering or architecture. Roof inspections made by CT or an authorized agent of CT or issuance of this Limited Warranty does not constitute an approval of the roof, roof design plans or specifications, or construction or installation of the roof. Roof designs, construction plans or installation of the roof system should be approved by owner or owner's professional.

Note: All referenced documents/forms available at www.certainteed.com.

Roof Installed by: Carlson Racine Roofing & Sheet Metal Inc, 2401 Eaton Ln, Racine, WI, 53404, 262-432-4920 Warranty #: W20094647

The following information is designed to assist owners in establishing a regular and beneficial roof inspection and maintenance program. This important area of responsibility for the building owner can provide many long-term benefits, including extended life expectancy of the roofing system, reduced average in-place cost, prevention of major deterioration resulting from minor problems and eventually, reduced roof system replacement cost.

Roof Maintenance Guidelines

All roofs require regular inspections and periodic maintenance to achieve their expected life. Roofs should be inspected at least twice yearly, in the spring and fall. Additionally, all roofs should be inspected after any severe weather or storms. The roofing contractor who installed the roof membrane, in conjunction with the building owner's maintenance personnel, should perform these inspections. Leaks occur most often at flashings, pitch pans, gravel stops, and other penetrations. Pay special attention to these areas. Included among the roof components that are not part of the roof membrane and hence not covered by the applicable CertainTeed Limited Warranty are the following: underlying roof deck, drains, pitch pans, expansion joints, skylights, vents, plastic accessories, surfacing and/or any ballast, rock, or gravel, or any modified bituminous flashings not installed in accordance with CertainTeed published Construction Details. Additionally, any non-CertainTeed accessory such as, but not limited to: insulation, vapor retarders, fasteners, metal work, decorative or reflective coating are not covered by the applicable CertainTeed Limited Warranty. Roof components are the owner's responsibility to maintain.

General - One of the keys to avoiding roof damage is limiting access to the roof. Allow only authorized personnel on the roof who understand good roof access procedures and precautions. Bag and remove all debris from the roof. Keep grease and oil off of the roof. Clean and remove any liquid deposits immediately. Do not allow foot traffic on the roof in very hot or very cold weather. Do not allow the installation of television or radio antennas, satellite dishes or other mechanical equipment without notifying CertainTeed for approval and for consultation about the methods and details for these installations.

Roof Drains - CertainTeed requires positive drainage. Owners must keep roof drains and the surrounding areas free of debris to allow for proper drainage. Maintain proper attachment of drain clamping rings.

Metal Flashing - Start with a visual examination looking for areas of damage or rust. Ensure that the flashing has remained properly attached and sealed. Repair or replace areas with damage, poor caulking, and all loose areas including counterflashing, coping, seams and/or joints.

Pitch Pans - Keep pitch pans full at all times. Examine and repair the metal pan assembly when necessary.

Rooftop Equipment - Qualified roofing personnel should accompany the equipment installation and/or service employees. If this is not practical, have qualified roofing personnel inspect the area after the equipment installation and/or service employees have completed their work. Regularly check and maintain the condition of all rooftop equipment. Ensure that no substances from the equipment are being deposited on the roof, and if deposits are present - clean immediately. Check equipment flashing for proper condition.

Roof Coating - Visually inspect for signs of deterioration. Maintenance or replacement completed by a roofing professional is essential. Coating life is affected by a variety of factors including climate and environment.

Other - The above list reflects only the most common components found on roof systems; it is not all-inclusive. Contact CertainTeed for additional information.

Owner Inspection and General Recommendations

- A. Utilize roofing professionals or thoroughly trained maintenance personnel for roof-related issues.
- B. Owners should file all job records, drawings, and specifications for future reference. Contract with a roofing contractor authorized by CertainTeed to set up a regular inspection and roof maintenance schedule. Record maintenance procedures as they occur. Log all roof access times and other trades working on the roof, in case damage should occur. Report damage as soon as it occurs, so repairs may be scheduled and executed as soon as possible.
- C. Make more frequent inspections (six times per year) on buildings that house manufacturing facilities that evacuate or exhaust debris onto the roof.
- D. Inspect the exterior of the building for settlement or movement. Structural movement may result in splits in the roof membrane.
- E. Repairs should be performed as soon as needed - owners should not allow a nuisance leak to develop into a major problem, degrading insulation and destroying a large portion of the roof assembly. While a roofing contractor authorized by CertainTeed should perform repairs and maintenance work, the owner can help maintain the roof by ensuring that minor clean-up and maintenance procedures are performed (e.g., regular checking and cleaning of debris from roof and around drains).
- F. Notify CertainTeed immediately after a roof leak occurs. If possible, note conditions resulting in leakage. Heavy or light rain, wind direction, temperature, and the time of year that the leak occurs are all important clues to tracing roof leaks. Note whether the leak stops shortly after each rain or continues to drip until the roof is dry. If the owner is prepared with the facts, the diagnosis and repair of roof problems can proceed more rapidly.
- G. In some emergency situations, owner-applied temporary patches may be made to stop leaks to minimize property loss. Except for certain emergency situations, owners should not attempt roof repairs. The puncturing of a biliter or the spreading of a liquid-applied coating or bituminous cement may only cover up evidence needed to ascertain the real problem.

For your convenience, we have provided a basic inspection form on the reverse side of this page that addresses several critical areas of the roofing system.

CertainTeed Roofing Products Group - 20 Moores Road, Malvern, PA 19355
Attn: Commercial Tech Services Department - Phone: 800-396-8134 x2; Fax: 610-254-5458
Email: rpg.com.serv@stgobain.com
Website: www.certainteed.com

Roof installed by: Carlson Racine Roofing & Sheet Metal Inc, 2401 Eaton Ln, Racine, WI, 53404, 262-632-5920 Warranty #: W20004647

Date: _____ Inspected By: _____

	ROOF PLAN LEGEND
	Roof Drain
	Scupper
	Parapet
	Coverway
	Skylight
	Roofie or hatch
	Pitchpanna
	Ventstack/ART
	Wall Pipe
	Air Conditioner
	Cooper
	Flash Pocket
	Roofie
	Flp
Ridge	
Valley	
Edge or Cornice	
Screen Support/Fence	
Expansion Joint	
Metal Edge - Single-line perimeter	
Parapet Wall - Single-line perimeter	
Parapet Wall - Double-line perimeter	
Other	

Owner-Based Maintenance Requirements			Condition of Roof Membrane Surface Condition	Yes	No
No Problems	Maintenance Required	Not Applicable			
1. Edge Metal	<input type="checkbox"/>	<input type="checkbox"/>	Any blisters, splits, buckles, or punctures?	<input type="checkbox"/>	<input type="checkbox"/>
2. Counter Flashing	<input type="checkbox"/>	<input type="checkbox"/>	Any bare spots, displaced gravel, thin coating or severe granule loss?	<input type="checkbox"/>	<input type="checkbox"/>
3. Expansion Joints	<input type="checkbox"/>	<input type="checkbox"/>	Reflective coating in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
4. Pitchpanna	<input type="checkbox"/>	<input type="checkbox"/>	Any evidence of ponding?	<input type="checkbox"/>	<input type="checkbox"/>
5. Drains	<input type="checkbox"/>	<input type="checkbox"/>	Any evidence of residue deposits or foreign contamination?	<input type="checkbox"/>	<input type="checkbox"/>
6. Scuppers	<input type="checkbox"/>	<input type="checkbox"/>	Are A/C condensation lines extending into drains?	<input type="checkbox"/>	<input type="checkbox"/>
7. Skylights	<input type="checkbox"/>	<input type="checkbox"/>	Any evidence of traffic or physical damage?	<input type="checkbox"/>	<input type="checkbox"/>
8. Coping Covers	<input type="checkbox"/>	<input type="checkbox"/>	Any evidence of wet insulation?	<input type="checkbox"/>	<input type="checkbox"/>
9. Vents	<input type="checkbox"/>	<input type="checkbox"/>	Comments		
10. Flues	<input type="checkbox"/>	<input type="checkbox"/>			
11. Antennae	<input type="checkbox"/>	<input type="checkbox"/>			
12. HVAC Equipment	<input type="checkbox"/>	<input type="checkbox"/>	General Conditions	Yes	No
13. Sign Supports	<input type="checkbox"/>	<input type="checkbox"/>	Any building or structural movement?	<input type="checkbox"/>	<input type="checkbox"/>
14. Coatings/Toppings	<input type="checkbox"/>	<input type="checkbox"/>	Any deflection or sagging of deck?	<input type="checkbox"/>	<input type="checkbox"/>
15. Debris	<input type="checkbox"/>	<input type="checkbox"/>	Any alterations, additions or new penetrations?	<input type="checkbox"/>	<input type="checkbox"/>
16. Other	<input type="checkbox"/>	<input type="checkbox"/>	Any change in building usage?	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			Comments		

Copies should be made of this form and used in your semi-annual roof inspections