Roof Assessment & Chalking Procedures Presentation
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The purpose of this presentation is to ensure all participants understand the requirements for assessing roof damage and understand the roof damage chalking procedures.
Roof assessment is required for all properties visited.

Document conditions allowing or possibly allowing water to enter the property (active leak).
- Address the source.
- Complete the repairs on site.
- Cost estimator must be used to validate more expensive repairs.
Roof Damage

- Main buildings, garages, sheds, outbuildings
- Include soffit/fascia

- Patching
- Repair work needed to stop an active roof leak.

- Replace missing shingles
- Patch areas in danger of a leak occurring due to the damage.
The roof repair allowable allows the contractor to complete necessary repairs on site without the need to wait on bid approvals from the client.
**** ROOF REPAIRS & PATCHING ****

A full roof assessment is required. You are required to document if there is evidence of the roof condition allowing or possibly allowing water to enter the property (Active Leak).

* If an active leak condition is present, you must address the source. You are expected to complete the repairs. You have $2.00 per sq. ft. up to $600 to complete.

* You must chalk off the affected area and document the length and width with a tape measure.

* The $600 applies to main buildings, garages, sheds, outbuildings, (i.e., all structures not needing demolition) and this can include soffit/fascia.

* Photos of roof assessment and/or repair are required to support work completed and bids provided.

* If full repair cannot be completed on site and tarping is necessary, invoice per the below pricing.
  - $300 for up to 1,000 sq. ft.
  - $600 for 1,001 sq. ft. or more

* If tarping cannot be completed due to a flat or unstable roof, call the Vendor Contact Center at ext. 2197 for further instruction.
Tarping

- Pre-approved if repair cannot be completed on site
- $300 for up to 1,000 SF
- $600 for greater than or equal to 1,001 SF
Roof Chalking

- Patching
  - $2.00 per SF
  - Applicable for:

Chalk around the Area
Take Photos with measuring tape.
Measure the area of what is chalked
Repair Area
Photos Required

- Area to repair w/o chalk.
- Area to be repaired with chalk outline and measuring tape.
- After repairs were completed photos.
• Bid Desk
  • Ext. 2186
  • Call for bid validation

Have ready when calling in:

- Work Order Number
- Bids
- Amounts Needed
- Source
- How
- Dimensions
- Man Hours
- Materials
- Locations
- Permits
- 3rd Party
- Why/What/When/Where
- Detail, Details, Details!!!
QUESTIONS?