

Completing a Roof Assessment and Determining an Active Leak

Numerous work order services will require you to complete a full roof assessment and determine if there is an active leak on site. The below information will help you define both the assessment and an active leak.

Roof Assessment:

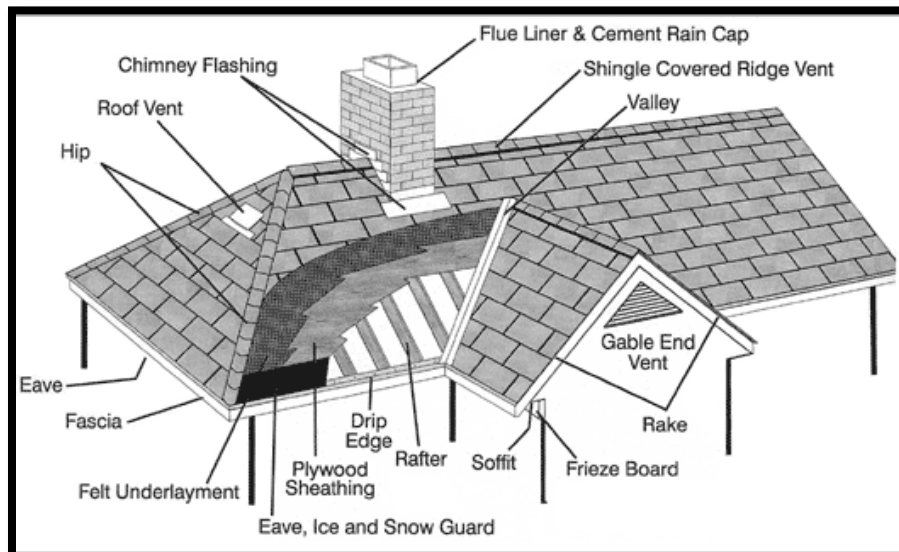
You will provide detailed information to include an evaluation of the roof(s) from both on top of the roof and underneath the roof, which can include reviewing any top floor ceilings, attics, or crawlspaces. This evaluation will entail examining, photographing, and reporting all information regarding the current condition of the roof(s) on site. Any damages assessed from the roof should correspond directly with the use of any existing roof allowable, and furthermore all evidence of before, during, and after work completed should be supported. Additionally, should any available roofing allowable items not be used, documentation to show the functioning condition of the roof and components will be required.

To assist with the proper assessment of the roof, please use the following specifications and guidelines:

- Assure you and your crews have all required equipment to complete the inspection. This includes a ladder, a flashlight, and repair materials in the event the allowables are used.



- Assure you and your crews understand all working components of a roof that is subject to inspection and possible repair:



- Assure you and your crews understand the types of damages that can cause active water leaks within the home. Examples are show below:



Active Leak:

An active leak is a condition where the roof would not protect the interior of the dwelling from water intrusion. This includes active water intrusion, water intrusion that would happen during a rain storm, or damaged/missing roof components that create an imminent risk of leak. Evidence of these conditions includes: visible water damage/stains, visible holes, missing shingles that expose the underlying materials, etc. Vendor must utilize allowables to complete work to repair the damages. A lack of rain at the time of inspection is not a valid reason to determine that no active leak exists at the property.

- The below pictures will help you determine any active leak:



Wet Decking from Attic



Ceiling damage from Roof Leak



Visible Water Intrusion from Rain



A Condition where Water would Enter



Active Leak around Skylight Seal

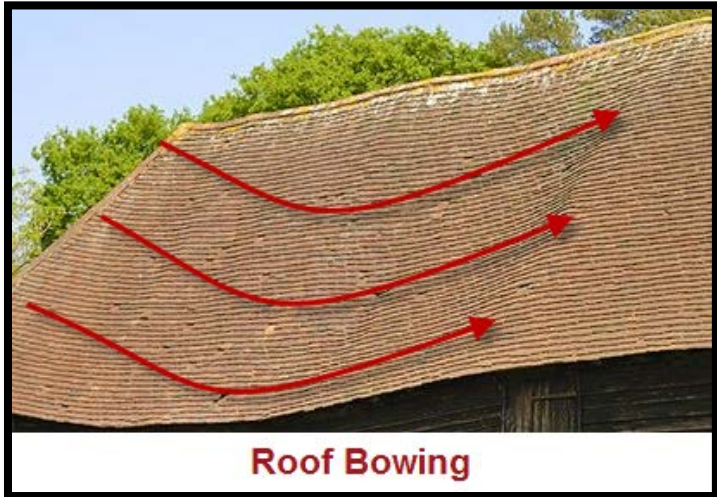


Missing Shingles

Access Issues:

In the rare event you are unable to access the roof due to safety limitations or inclement weather conditions; you are still required to complete a roof assessment.

- Below are examples of roof that would not be considered accessible, and requirements that must still be completed regardless of roof condition.



- Use a ladder to document roof level and review for all issues and damages
- Complete interior assessment on all ceiling surfaces, including the attic, second floor rooms, etc.
- Consider alternate technology that would allow for aerial inspections, such as drones.
- Document and report all damages; provide necessary bids to repair

