



**Policy Title: Directive 7-2 Agenda for Roofing Removal and Reroofing Conference**

**Responsible Office: Design & Construction**

**Last Revised Date: September 2019**

### **Summary**

This Directive provides requirements for the pre-installation conference during construction administration for roofing removal and re-roofing work on Fund projects. For new construction, see Directive [7-3 New Construction - Agenda for Pre-roofing Conference](#).

### **Overview**

Projects must be designed in accordance with the requirements of [Directive 7-1 Roofing and Reroofing](#).

### **Responsibility**

The Consultant is responsible for inserting this Agenda into the Project Manual.

### **Procedures**

#### I. General

A. Consultant will schedule this meeting after the Contractor receives the Notice to Proceed and the Contractor's roofing installer has been named and approved, and the installer is ready to submit required samples.

1) Prior to the date of the meeting, all required shop drawings, submittals and samples must have been submitted by the Contractor and approved by Consultant, and copies will be available at the meeting for review by all parties.

2) In general, the meeting occurs at least 2 weeks before roofing work is scheduled to start.

3) Attendees include the Consultant, Fund, Campus, Campus Fire Prevention Program Superintendent, Contractor, installer, manufacturer's technical representative and others as requested by the Fund, named in the specifications or who may work on the roof, such as plumbing, mechanical, electrical and other subcontractors.

B. The Consultant will chair the conference and record and distribute minutes of the meeting to all attendees.

C. A set of Construction Documents (Specifications and Drawings) will be available at the meeting for review by all parties.

#### II. Construction Procedures

A. Discuss work schedule and impact to Campus operations

1) Review how roofing work sequences with other work that will occur at the roof level, roof parapets/terminations and/or at the underside of the roof deck, if any. Discuss the impact of this other work on the roofing and water tightness of the structure.

- 2) Review work hours vs. campus/building usage hours, if any, set by the Campus
  - 3) Review impact to Campus occupants below and/or near roof work areas, if any.
  - 4) Discuss compliance with the Fire Code of NYS. Review Hot Work permits, if any, required to perform the work and discuss fire watch staffing, reporting and procedures if applicable.
- B. Discuss the Contractor storage and staging
- 1) Review access path(s) and space(s) for storage of materials
  - 2) Review type of protection for stored materials. (Wet or damaged materials must be removed from Campus).
  - 3) Storage of removed or new materials on the roof shall not be permitted.
- C. Discuss environmental conditions:
- 1) No work to be done during inclement weather of any degree. Discuss the definition of inclement weather.
    - a) Discuss temporary protection if weather changes during the work.
    - b) Discuss temporary protection during inclement weather, overnight and weekend periods.
    - c) Discuss and review risk of water ponding/backup where roof drains may be temporarily too high, where temporary roof sags into flutes/low spots or where other temporary dams that may occur. Discuss corrective action if ponding occurs.
    - d) Discuss emergency procedures and notification process if water enters spaces below roof or other events during the work create risk of damage to the building, and what materials need to be on hand for a proper response.
  - 2) No roofing work of any kind unless roof deck is completely dry; free from any water, dew, frost, ice or snow.
  - 3) Locate all air intakes, windows, etc. which could ingest construction caused odors and dust. Discuss preventative procedures and work needed to minimize impact to occupants. Discuss corrective action if ingestion occurs.
- D. For mechanical and electrical equipment present on the roof, discuss equipment operation during the roofing work.
- 1) Review age, maintenance records and current operating conditions of the equipment.
  - 2) If equipment will be shutdown, discuss process for shutdown and restarting.
  - 3) If equipment will be moved or relocated during the work, discuss sequence of work, means and methods for handling equipment and review original equipment manufacturer's recommendations.
  - 4) If equipment will remain in continuous operation, discuss means and methods for working near the operating equipment.

- E. Discuss Asbestos Abatement, if applicable
  - 1) Asbestos removal means and methods
  - 2) Applicable variances, if any
  
- F. Discuss Roofing Removals
  - 1) Noise and dust control
  - 2) Discovery of deteriorated substrates. Discuss corrective action.
  - 3) Review of Roof Deck Construction (repair/replacement or existing)
    - a) If concrete slab, what do specs require for top finish.
    - b) If precast concrete: (1) type and thickness; (2) grouting of joints.
    - c) If metal deck: thickness, gauge, spans, flute widths.
    - d) If insulating fill: type, manufacturer, thickness.
    - e) Other: type, etc.
    - f) Discuss anticipated field conditions that might impact the work.
  - 4) Obtain acceptance of roof deck prior to installation of roof membrane in writing from the membrane manufacturer.
  - 5) Drainage:
    - a) How will the slope to all roof drains specified in the contract documents be accomplished?
    - b) Crickets required? If required, how to be constructed?
    - c) Roof drains, elevation with respect to new roof system, connection to storm drainage piping.
      - 1. Are all roof drain systems currently free flowing without obstructions? Discuss corrective action if obstructions occur.
    - d) How will slopes be measured and checked for compliance?
    - e) Discuss the definition of "ponding" applicable to this work.
  - 6) Vapor Retarder: type and application, and if used as a temporary roof, exposure limitations.
  - 7) Review description of Roof System
    - a) System Type
      - 1. Review wind uplift criteria and where the manufacturer's warranty starts in this system.
      - 2. Review insulation adhesion/fastening at perimeter and field areas, staggering of joints in multiple layers and protection.
      - 3. Inspect samples of actual material that will be used on site.

- b) Review Field seam layout and seam adjacency to drains.
- c) Review contract specific system detail sheets.
- d) Review flashing details for transitions, interruptions or edge terminations. These details should clearly define the interrelationship of all materials.
- e) At through-wall flashings and cavity wall weep holes, review continuity of existing drainage paths to exterior.
- f) At terminations less than eight (8) inches above field membrane, confirm that positive drainage away from flashing is provided.

8) Roof Insulation

- a) Type
- b) Manufacturer
- c) Tapered and/or flat
- d) Number of layers
- e) How applied
- f) Samples

9) Other system materials or requirements

- a) Fasteners or adhesive
- b) Sample of aggregate ballast, if applicable.
- c) Treated wood blocking: Treatment process and Certificate
- d) Other shop drawings and product literature for all products and materials

10) Roof Curbs. Are curbs being raised? Discuss electrical and mechanical work.

11) Are there perimeter through-wall flashings, cavity wall weep holes?

12) Walkway pads: samples.

13) Discuss other roof accessories

III. Administrative Procedures.

A. No phased construction that creates risk of water damage to the building.

- 1) All work started to be completed same day, including system components.
- 2) Prosecute all work to complete the reroofing in the shortest duration feasible.
- 3) Discuss temporary water cutoffs for end of day closure.
- 4) Ballast for loose-laid systems may be partial to allow for inspection of field seams.

B. Confirm start and completion dates and number of work days on site.

- 1) Discuss roofing crew and production schedule.
- 2) Discuss how many days for inclement weather (no work days) are in the proposed schedule.

- 3) Discuss when a postponement or delay may occur, who needs notice and when work will resume.
- C. Confirm that work impacts have been coordinated with Campus. Confirm reporting protocol to Campus for construction-caused odors, leaks and other impacts.
- D. Confirm coordination with other trades or projects.
  - 1) Is worked sequenced to limit traffic on completed roofing?
  - 2) Who is responsible for temporary protection of completed roofing? When will temporary protection be installed?
- E. Confirm work progress inspections by manufacturer's technical representative.
  - 1) Number, type and timing of inspections
  - 2) Discuss method and timing of inspection of attachment of insulation
  - 3) Discuss method and timing of inspection of attachment of roofing
  - 4) Discuss method and timing of inspection of field seams.
  - 5) Discuss flood test or other water tests, if any.
  - 6) Discuss other inspections that may be required.
  - 7) Discuss corrective actions, if any, that result from inspections.
- F. Discuss overall work supervision: Contractor's superintendent, Owner's Site representative, trade superintendents, etc.
- G. Discuss who maintains the daily log and its contents (weather conditions, worker count, etc.)
- H. Discuss owner provided testing and inspection.
- I. Guarantee / Warranty
  - 1) Confirm Contractor's guarantee (terms and coverage)
  - 2) Confirm Manufacturer's warranty (terms and coverage)
  - 3) Discuss post acceptance maintenance, reporting of issues that may be covered by guarantee/warranty, and site follow up and resolution process.
- J. Final acceptance of roof system will not occur until receipt of both contractor's guarantee and manufacturer's warranty.
- IV. Site Inspection: Adjourn and perform Site Inspection: A site inspection by all attendees is required to observe existing conditions on the roof level and the area to be used for the Contractor's staging area. Add inspection notes and photos to the minutes as needed to document conditions observed.
- V. Post Meeting: Distribute a completed sign-in sheet with meeting minutes by the Consultant.

**PRE-ROOFING CONFERENCE SIGN IN**

Project No.: \_\_\_\_\_ Title: \_\_\_\_\_

Campus: \_\_\_\_\_

Building(s): \_\_\_\_\_

Description: \_\_\_\_\_

Conference Date/Time: \_\_\_\_\_ Location: \_\_\_\_\_

ATTENDANCE BY REPRESENTATIVES OF:

Consultant: \_\_\_\_\_  
*(Firm Name/Represented by/Phone No.)*

Contractor: \_\_\_\_\_  
*(Firm Name/Represented by/Phone No.)*

Roofing Installer: \_\_\_\_\_  
*(Firm Name/Represented by/Phone No.)*

Roofing Mfr: \_\_\_\_\_  
*(Firm Name/Represented by/Phone No.)*

SUCF: \_\_\_\_\_

Site Representative: \_\_\_\_\_

Campus: \_\_\_\_\_

Others: \_\_\_\_\_  
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