

# STATE UNIVERSITY CONSTRUCTION FUND

## PROGRAM DIRECTIVES

DIRECTIVE 7-2

Issue date: July 2014

### ROOF REPLACEMENT - AGENDA FOR PRE-ROOFING INSTALLATION MEETING

#### 1. General

- a. Schedule the meeting soon after the required shop drawings, submittals and samples have been approved, but at least 2 weeks before roofing work is scheduled to start.
- b. Paper copies of all Construction Documents (Specifications and Drawings) should be available at the meeting for review by all parties.
- c. Paper copies of all required shop drawings and samples, approved by Consultant, should also be available for review.
- d. Attendees: the Consultant, Site Representative, the Contractor, the Roofing Installer (if different from the Contractor), the technical representative of the Roofing Manufacturer, the Mechanical Equipment Installer (if any), other installers whose work area includes portion of the roof (if any), the Campus, Campus Fire Prevention Program Superintendent and the Fund Coordinator. All attendees should sign in.

#### 2. Discuss Construction Activities

- 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 Contractor storage and staging for roofing materials
  - (1) Review access path(s) and space(s) for storage of materials.
  - (2) Review type of protection for stored materials.
  - (3) Storage of materials on the roof shall not be permitted.

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- c. Discuss work restrictions based on environmental conditions:
  - 1) No work will 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.
  - 2) No roofing work of any kind will be done 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 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. For roofing removals, if any, and asbestos abatement, if any, discuss the following:
  - 1) Noise, vibration and dust control.
  - 2) Discovery of deteriorated substrates. Discuss corrective action.
  - 3) Discuss asbestos removal methods and occupant protective systems

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- 4) Discuss applicable variances, if any.
- f. For new roofing, discuss the following:
  - 1) Review existing roof deck construction:
  - 2) Discuss anticipated field conditions that might impact the work.
  - 3) Vapor Retarder and/or underlayment: review type and application
  - 4) Roof drainage – review deck slopes vs. insulation slopes:
  - 5) For installed slopes of 1/8 inch per foot or less, will a positive slope to all roof drains be achieved for all surfaces without ponding?
  - 6) Discuss the definition of “ponding” applicable to this work.
  - 7) Review construction of crickets, if any.
  - 8) Review roof drain types, their elevation with respect to new roof system, and their connection method to storm drainage piping.
  - 9) Are all roof drain systems currently free flowing without obstructions? Discuss corrective action if obstructions occur.
- 10) Review description of roof system
  - a) System Type
    - (i) Review wind uplift criteria and where the manufacturer’s warranty starts in this system.
    - (ii) Review insulation adhesion/fastening at perimeter and field areas, staggering of joints in multiple layers and protection.
    - (iii) 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.
    - (i) At through-wall flashings and cavity wall weep holes, review continuity of existing drainage paths to exterior.

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- (ii) At terminations less than eight (8) inches above field membrane, confirm that positive drainage away from flashing is provided.

- 1) Walkway pavers/pads: inspect samples.
- 2) Review other roof accessories and sequence of installation.

g. Other features of roof installation

- 1) Are there any sealant pans? If so, can they be eliminated in lieu of flashing?
- 2) All penetrations through deck to be completed prior to start of roofing.
  - a) Temporary roofing, if any, related to asbestos abatement

### 3. Working and Administrative Procedures

- a. No phased construction. All work started shall be completed on the same day, including system components. Discuss temporary water cutoffs for end of day closure.
- 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

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- 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.
4. **Adjourn and perform Site Inspection:** For re-roofing an existing building, site inspection is required to observe existing conditions on the roof level and the area to be used for the Contractor's staging area.
5. **Post Meeting:** a completed sign-in sheet shall be distributed with meeting minutes by the Consultant.

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