



Policy Title: Directive 7-3 New Construction - Agenda for Pre-roofing 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 [7-2 Reroofing - Agenda for Roofing Removal and Reroofing 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 the conference meeting soon after the required shop drawings, submittals and samples have been approved, but at least 2 weeks before roofing work, including temporary roofing, is scheduled to start.
- B. Unless otherwise directed by the Fund, paper copies of all Construction Documents (Specifications and Drawings) must be available at the meeting for review by all parties.
- C. Paper copies of all required shop drawings and samples, approved by Consultant, must also be available for review.
- D. Attendees: Consultant, Construction Manager, Site Representative (if no CM), Contractor, Roofing Installer, Roofing Manufacturer technical representative, Mechanical Equipment Installer, other installers whose work area includes portion of the roof, Campus and Fund Coordinator. All attendees should sign in.

II. Construction Procedures

- A. Discuss how roofing work sequences with other work that will occur at the roof level, roof edge parapets/terminations and/or impacts work installed at the underside of the roof deck, as applicable. Discuss how the sequence of this latter work impacts the roofing and creates risks to the water tightness of the structure. Confirm that all penetrations through deck will be completed prior to start of roofing.
- B. 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 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 will be done unless roof deck is completely dry; free from any water, dew, frost, ice or snow.
- C. For roofing, discuss the following:
- 1) Review roof deck construction and discuss properties that might impact the work.
 - a) If metal deck: thickness, gauge, spans, flute widths.
 - b) If concrete slab, what do specs require for top finish?
 - c) If precast concrete: (1) type and thickness; (2) grouting of joints.
 - d) If insulating fill: type, manufacturer, thickness.
 - e) Other types.
 - 2) Obtain acceptance of roof deck prior to installation of roof membrane in writing from the membrane manufacturer.
 - 3) Vapor Retarder and/or underlayment: review type and application
 - 4) Roof drainage – review deck slopes vs. insulation slopes:
 - a) For installed slopes of 1/4 inch per foot or less, will a positive slope to all roof drains be achieved for all surfaces without ponding?
 - b) Discuss the definition of “ponding” applicable to this work.
 - c) Review construction of crickets, if any.
 - d) Review roof drain types, their elevation with respect to new roof system, and their connection method to storm drainage piping.
 - 5) Review description of Roof System
 - a) System Type
 - i. Review wind uplift criteria and where the manufacturer’s warranty starts and stops in this system field and at each edge condition.
 - 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 or other areas of risk.
 - c) Review contract specific system detail sheets and compare to shop drawings.
 - 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 drainage paths to exterior.
- ii. At terminations less than eight (8) inches above field membrane, confirm that positive drainage away from flashing is provided.

- 6) Walkway pavers/pads: inspect samples if applicable.
- 7) Review other roof accessories and their sequence of installation.

D. Other features of roof installation:

- 1) Are there any sealant pans? If so, can they be eliminated in lieu of flashing?
- 2) Temporary roofing, if any, and linkage to other temporary enclosures of the building.

III. Administrative Procedures

A. Discuss temporary water cutoffs for end of day closure.

B. Confirm coordination with other trades or projects

- 1) Discuss mechanical, electrical and other construction that may occur after the roofing is installed.
 - a) Is work sequenced to limit traffic on completed roofing?
 - b) If work occurs after roofing is completed, discuss where the work will occur and how the work area on the roof and its access paths will be protected.
 - c) Who is responsible for temporary protection of completed roofing? When will temporary protection be installed?
- 2) Discuss the repair procedures and that all repairs will be performed by the roofing installer.
 - a) Review the repair procedures recommended by the manufacturer, specified in Division 7 and in the General Requirements.
 - b) Confirm that the manufacturer's warranty has been extended to include the time period from when roofing work is completed to the time of substantial completion. See the General Requirements.

C. 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.
 - D. Discuss overall work supervision: Contractor's superintendent, Owner's Site representative, trade superintendents, etc.
 - E. Discuss who maintains the daily log and its contents (weather conditions, worker count, etc.)
 - F. Discuss owner provided testing and inspection.
 - 1) Discuss the timing of the infrared roofing inspection required in the General Requirements.
 - G. 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.
 - H. 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, if roof deck and fall protection is far enough along for inspection: observe as built conditions on the roof level or temporary material storage facilities. 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: _____
