

STATE UNIVERSITY CONSTRUCTION FUND PROGRAM DIRECTIVES

DIRECTIVE 7-3

Issue date: July 2014

NEW CONSTRUCTION - 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, the Construction Manager, Site Representative (if no CM), the Contractor, the Roofing Installer, the technical representative of the Roofing Manufacturer, the Mechanical Equipment Installer, other installers whose work area includes portion of the roof, the Campus and the Fund Coordinator. All attendees should sign in.

2. Discuss Construction Activities

- a. Discuss 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.
 - (1) All penetrations through deck to 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.
 - (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.

STATE UNIVERSITY CONSTRUCTION FUND

PROGRAM DIRECTIVES

- c. For new roofing, discuss the following:
- (1) Review roof deck construction
 - 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 type: discuss properties that might impact the work.
 - (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 1/8 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 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 drainage paths to exterior.

STATE UNIVERSITY CONSTRUCTION FUND

PROGRAM DIRECTIVES

- (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 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.

3. Administrative Procedures

- a. Discuss temporary water cutoffs for end of day closure.
- b. 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?
- 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.

STATE UNIVERSITY CONSTRUCTION FUND PROGRAM DIRECTIVES

- 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.
4. **Adjourn and perform Site Inspection:** For new construction, if roof deck and fall protection is far enough along for inspection, this should be done by all attending the Meeting.
5. **Post Meeting:** a completed sign-in sheet shall be distributed with meeting minutes by the Consultant.

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