

Additional Scope of Work Information
Roof Maintenance and Repair RFQ

Expectations for Annual Roof Inspections are below.

Membrane Roofs

Vendor should ensure:

1. There is no waffling occurring on membrane material
2. The insulation board is in good condition – no swelling or collapsing
3. The seams around curbs and stand pipes are not loose or shrinking
4. Metal is not loose and screws are tightened on Metal Roof Cap on Parapet walls
5. To check for any cracks or holes on the membrane going up parapet wall
6. To check roof drains to ensure they are open and there are no cracks in the bucket
7. Scuppers are open, and there are no cracks in the stand pipes and scuppers
8. To observe eaves for any wear and tear
9. To check for any popped fasteners from securing insulation board
10. To check for any wear and tear to metal flashings and that it is seated correctly

Metal Roofs:

Vendor should ensure:

1. To check for any popped screws
2. To check that bird stops are still installed and working properly
3. To check metal ridges and rails for wear and tear or any loosening
4. To check down spouts and gutters for wear and tear, and that support straps are properly supporting gutters
5. That curbs and vent pipes have proper sealing
6. To check for any wear and tear to metal flashings and that it is seated correctly

Asphalt Shingled Roofs:

Vendor should ensure:

1. There are no missing or damaged shingles; there are no holes in roofs
2. To check for popped nails or staples
3. There are no defects in the ridge caps
4. There is proper sealing present on the curbs and around vent & pipes.
5. To check wood decking inside to ensure there are no water stains
6. Trusses do not have any defects and there is proper support
7. To observe eaves for any wear and tear
8. To look at all drip edges for wear and tear
9. To check for any wear and tear to metal flashings and that it is seated correctly