ROOF INFORMATION WORKSHEET   BUILT-UP ROOFING

NOTE: Fill in below and left column for new roofs, noting any punch list items in the right column. As a ROOF SURVEY FORM use right "Condition of Roofing Column" to describe condition, expected life, maintenance required, etc., indicate location and size of areas or items requiring action. Photographs and marked sketches or diagrammatic plans are suggested. Use this information worksheet in conjunction with Sample Form A, "History Of Roofing Installation".

BUILDING NAME AND ADDRESS: _____

_____

ROOF LOCATION (s) _____
(Example: Main Roof; Penthouse Roof; Main North Roof; etc.)

ROOF AREA _____ **Sq. Ft.**   **U-FACTOR** _____

ACTIVITY BELOW ROOF: _____
(Example: Offices, Warehouse, Classroom, Computer Room; etc.)

INTERNAL SENSITIVITY TO LEAKS: LOW _____   NORMAL _____   HIGH _____

☐ **ASBESTOS TESTING OF:**		IF YES GIVE DATE & RESULTS	IF NO IS TESTING NEEDED	NA
MEMBRANE	YES___ NO___	_____	_____	____
FLASHINGS	YES___ NO___	_____	_____	____
INTERIOR FIREPROOFING	YES___ NO___	_____	_____	____
INTERIOR CONST. (CLGS)	YES___ NO___	_____	_____	____
OTHER _____	YES___ NO___	_____	_____	____

☐ **MOISTURE SURVEY:**   YES___ NO___   DATE_____

RESULTS_____
(Example   Moisture Found, No Moisture Found)

NUMBER OF ANOMALIES _____   AVERAGE SIZE _____ SF

TOTAL SF OF MOISTURE CONTAMINATION _____

☐ **REROOFING:**   YES___ NO___   If YES continue below. If NO continue on next page.

Was the new membrane placed over an existing roofing system?   Yes_____ No_____.

If YES what was the original roofing system: _____

_____

Comments (if any) concerning the status of the original roof prior to overlay of new

roofing: _____

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Comments About
Condition of
Roofing

Type of Felt Plies	Number of Plies	Was Base Sheet Used	Felt Plies
☐ Inorganic-Mineral (Asbestos, etc.)	_____	Yes_____ No_____	
☐ Organic (rag, wood pulp, etc.)	_____	Yes_____ No_____	
☐ Glass Fiber	_____	Yes_____ No_____	
☐ Other	_____	Yes_____ No_____	
☐ Attachment to Deck: Mopped_____ Screw_____ Fastener_____ OTHER_____			

Waterproofing Agent Between Plies

Waterproofing

☐ Asphalt   ☐ Coal Tar Pitch   ☐ Other_____

Surface Material   Type of Aggregate/or Surface

Surf. Material

☐ Asphalt & Aggregate   ☐ Slag ☐ Washed Gravel ☐ Crushed Stone
                             ☐ Other_____

☐ Coal Tar Pitch & Aggregate   ☐ Slag ☐ Washed Gravel ☐ Crushed Stone
                             ☐ Other_____

☐ Smooth-surfaced Asphalt
☐ Cap Sheet   _____
☐ Coatings   _____
☐ Other _____   _____

Flashings	Wall	Curb	Edge	Other Penetrations	Flashings
☐ Height	_____	_____	_____	_____	
☐ Counterflashings	_____	_____	_____	_____	
☐ Coatings	_____	_____	_____	_____	
☐ Cants	_____	_____	_____	_____	
☐ Expansion Joints	_____	_____	_____	_____	
☐ Other _____	_____	_____	_____	_____	

Type of Insulation	Number of Layers	Total Thickness	Insulation
☐ Fiberboard			
☐ Fiberglass	_____	_____	
☐ Glass Fiber	_____	_____	
☐ Perlite	_____	_____	
☐ Polyisocyanurate	_____	_____	
☐ Polystyrene (expanded)	_____	_____	
☐ Polystyrene (extruded)	_____	_____	
☐ Other _____	_____	_____	
☐ None	_____	_____	

Type of Vapor Barrier

Vapor Barrier

☐ None   ☐ PVC (Polyvinylchloride)
☐ Coated Felt   ☐ Other _____
☐ Kraft Paper (foil backed)   ☐ Method of Attachment _____

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Comments About
Condition of
Roofing

Type of Deck   Thickness   Type of Deck

☐ Wood Plank   ☐ Wood Plank T&K   _____
☐ Sheathing Boards   _____
☐ Plywood   _____
☐ Metal   _____
☐ Poured Concrete ☐ Precast Concrete _____
☐ Poured Gypsum   ☐ Precast Gypsum   _____
☐ Other _____ _____
☐ Drainage Slope   _____ inches/ft
☐ Thickness/Guage   _____

Type of Roof Structure   Description   Roof Structure

☐ Concrete   _____
☐ Metal   _____
☐ Wood   _____
☐ Other _____ _____

Drainage/Plumbing   Drainage/Plumb

☐ Ponding Water: Yes_____ No _____
☐ Roof Drains (Internal) Material _____ Number _____
☐ Gutters   Material _____ Length _____
☐ Scuppers   Material _____ Number _____
☐ Other _____

Roof Penetrations/Other   Material   Number   Penetrations

☐ Pitch Pockets   _____   _____
☐ Soil Stacks   _____   _____
☐ Equipment Supports   _____   _____
☐ Rooftop Equipment   _____   _____
☐ Skylights   _____   _____
☐ Smoke Hatches   _____   _____
☐ Roof Hatches   _____   _____
☐ Misc. Metal Components _____   _____
☐ Walkway Treads   _____   _____
☐ Other _____ _____   _____

Chemical Exposure   Chemical Exp
☐ _____

ROOF INFORMATION WORKSHEET   BUILT-UP ROOFING

ROOF OBSERVATIONS
* FOR FINAL INSPECTIONS AND ROOF SURVEYS USE THIS AREA TO NOTE ROOF CONDITIONS.
  INDICATE THE SIZE AND LOCATION ON THE ROOF FOR CONDITIONS INCLUDING:

1.	Bare Spots	8.	Fishmouthing
2.	Exposed Felts	9.	Loose/Open Laps
3.	Surface / Coating Degradation	10.	Punctures
4.	Alligatoring	11.	Fasteners
5.	Splitting	12.	Securment
6.	Blistering	13.	Slippage
7.	Ridging		

CONDITION   DESCRIPTION
NUMBER

(E.G.#8.   3" HIGH (FISHMOUTH) IN NW CORNER 3' FROM PARAPET)

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____