

What Belongs in Your Roofing File

For each roof in your portfolio, gather these items and store them in a central location. The next time you have an issue with a roof, resolution is as simple as consulting your records.

CONFERENCE AND PROJECT DOCUMENTS

Pre-roofing conference documentation

Preliminary conference documentation:

This establishes a direct line of communication, irons out initial project questions and allows everyone to review submittal requirements.

Pre-application conference documentation:

These documents verify readiness for roofing and review the assignments of the preliminary conference. Use them to scan last-minute details, changes or corrections and review the anticipated schedule of progress.

Final inspection and project wrap-up documentation: This is to assure 100% completion of project requirements.

OTHER ITEMS

Moisture survey results: This verifies that the roof was installed dry and is required by some building owners at the time of project completion. Wet insulation detected afterward could be due to construction traffic by other trades.

Roof plan, including any BIM files, locations of sensors and other elements

Locations of any hidden conduit

Copies of labels on roofing materials, including UL, FM, ASTM or ANSI designations

Trade names of materials

Fresh specimens of any membrane installed:

This allows you to compare the original membrane material to the weathered version on your roof later. Formulation mistakes can happen, and comparing the roof with an unweathered sample is the only way to diagnose this issue later. Store the sample in a zippered bag or folder in the roofing file.

Contact information for installers

Warranty information

Photos and inspection results: Keep the results of each inspection together in your roofing file to track issues over time. This could include thermal imaging data, results of drone inspections and any other inspection data you have on hand.

Roof access records

Remote monitoring data 