ROOF REPLACEMENT READINESS CHECKLIST

This is a checklist for the weeks before a commercial roof replacement. It covers what has to be known, decided, budgeted and agreed before the first area is opened.

Work through it before the quotes go out. Most of it shapes what you are asking for.

THE EVIDENCE

SETTLE	WHY IT MATTERS
☐ Current condition report	The scope rests on it, and so does the decision to replace at all
☐ Moisture survey	Decides recover against tear off, and nothing else does
☐ Deck type and condition where visible	Drives the largest unknown in the budget
☐ Existing build up	System, insulation, attachment, number of existing layers
☐ Repair and leak history	Shows whether the failures are general or concentrated
☐ Roof plan with areas numbered	Lets the scope be phased rather than quoted as one block

THE DECISIONS

DECIDE	WHAT DEPENDS ON IT
☐ Recover or tear off	The largest single cost difference between two quotes
☐ System and manufacturer	Warranty, approved installers, detail availability
☐ Insulation type and thickness	Code compliance, energy performance, detail heights
☐ Attachment method	Wind uplift performance and deck suitability
☐ Drainage changes	Whether existing falls and outlets are being corrected
☐ Phasing	Whether the roof is done in one project or in areas

DECIDE	WHAT DEPENDS ON IT
☐ Surfacing or coating	Reflectivity, traffic protection, later maintenance

THE BUDGET

INCLUDE	WHY IT IS MISSED
☐ Tear off and disposal	Omitted whenever a recover is assumed
☐ Deck repair rate	Unknown until the roof is open, so it is left out
☐ Code driven upgrades	Insulation values move, and the existing roof predates them
☐ Equipment removal and reinstatement	A different trade, so it falls between scopes
☐ Craneage and access	Priced only when somebody visits the site
☐ Temporary protection	Needed in occupied buildings and rarely allowed for
☐ Design and inspection fees	Small, predictable, and forgotten every time
☐ Contingency	The deck is the reason it exists

THE LOGISTICS

AGREE	WHAT TO WATCH FOR
☐ Start and completion dates	With the weather assumptions behind them stated
☐ Nightly watertight plan	How an open roof is secured at the end of each day
☐ Storm response	Named contacts and a response time, in writing
☐ Working hours	Occupied buildings and hot weather both constrain them
☐ Crane and lay down areas	Which parts of the site stop working, and when
☐ Air intakes	Identified before any hot or odorous work begins
☐ Tenant notice	Dates, hours, expected noise, and a named contact

THE PAPERWORK

CONFIRM	WHY
☐ Written scope	The only thing that makes two quotes comparable
☐ Contractor license and insurance	Verified directly, not through a forwarded document
☐ Manufacturer approval	Confirmed with the manufacturer for this system
☐ Permit responsibility	Who applies, who pays, who schedules inspection
☐ Payment schedule and retention	Proportionate to work completed
☐ Lien waivers	Provided as payments are made
☐ Warranty specimen	The conditions, not only the certificate

WHAT TO DO WITH IT

1. **Survey before you quote.** The survey decides the scope, and the scope decides the price.
2. **Write one scope and send it to everybody.** Three quotes against three scopes is not a comparison.
3. **Get a deck repair rate from every bidder.** This is where the surprise lives.
4. **Agree the weather plan in writing.** An open roof is the most exposed the building will ever be.
5. **Tell the tenants two weeks out.** Most complaints are about surprise, not disruption.

Want the reasoning behind these checks? Read how replacement works and recover against tear off.

Walked by _____ Date _____ Roof _____