ROOFING QUOTE CHECKLIST

This is a checklist for reading a commercial roofing quote before you accept it. It applies to a repair, a coating or a replacement, and it assumes you have a document in front of you that states a number.

The aim is to find out what the number does and does not cover.

THE SCOPE

SHOULD STATE	WHY
☐ The system, by manufacturer and product	Type alone does not define what is being installed
☐ Recover or tear off	The largest single difference between two prices
☐ Insulation type and thickness	Invisible after installation, easy to reduce quietly
☐ Attachment method	Governs wind performance and deck suitability
☐ Surface preparation	Governs whether anything adheres to anything
☐ Detail treatment, named	Upstands, curbs, penetrations, edge metal
☐ Drainage work	Outlets, strainers, clamping rings, overflows
☐ Area, with a basis	Measured from a plan or a survey, not estimated

THE ALLOWANCES

SHOULD STATE	WHAT TO ASK
☐ Deck repair allowance	What rate per unit area sits behind it
☐ Any provisional sum	What exactly it is provisional on
☐ Quantities to be verified	Who measures, and when
☐ Photographs before covering	Agreed in the quote, not requested later

SHOULD STATE	WHAT TO ASK
☐ What happens if unused	Whether it is credited back in full

THE EXCLUSIONS

SHOULD APPEAR, EVEN AS A LINE	WHY IT MATTERS
☐ Deck repair	The commonest unpriced item on any roofing quote
☐ Drainage work	Frequently absent rather than excluded
☐ Equipment removal and reinstatement	Usually a separate trade
☐ Disposal	Costs rise sharply with certain older materials
☐ Asbestos or hazardous material	Needs its own process and its own price
☐ Code driven upgrades	Insulation values move; the existing roof predates them
☐ Internal making good	Nobody's scope unless somebody writes it down

THE TERMS

SHOULD STATE	WHAT TO WATCH FOR
☐ Payment schedule	Proportionate to work completed, not to signature
☐ Deposit	Covering materials, not the whole contract
☐ Change order process	How a variation is priced and who authorizes it
☐ Retention	An amount held until completion and sign off
☐ Programme	Duration, with the weather assumptions behind it
☐ Liability during the works	Who carries the risk if water enters an open roof
☐ Lien waivers	Provided as payments are made

THE WARRANTY

SHOULD STATE	WHY
☐ Who issues it	Manufacturer, contractor, or both
☐ What it covers	Material only, or material and labor
☐ How long, and from when	Duration without a start date is incomplete
☐ What voids it	Unauthorized work is the commonest clause
☐ Maintenance required	Frequency, and who will perform it
☐ Transferability	Whether it survives a sale, and at what cost

WHAT TO DO WITH IT

1. **Ask whether it is a quote or an estimate.** In writing, before anything else.
2. **Require every common exclusion to appear as a line.** Even if the line says excluded.
3. **Get a rate behind every allowance.** An allowance without a rate hides the exposure.
4. **Agree photographs before anything is covered.** This ends most deck disputes.
5. **Read the warranty conditions before the contract.** The conditions are the warranty.

Want the reasoning behind these checks? Read what drives commercial roofing cost, and if the work in front of you is a repair rather than a replacement, how a repair estimate is put together (https://commercialroofsmaintenance.com/articles/commercial-roof-repair-estimate/) covers the same ground for smaller scopes.

Walked by _____ Date _____ Roof _____