



Roof Evaluation and Inspection Program

Purpose:

To provide you with a pro-active means of determining the current condition of your roof(s) as well as an evaluation of potential problems in order that you can establish budgetary measures to manage future roof expenditure outlays.

Structure:

At program start-up, a **Roof Evaluation** is conducted that establishes a roof drawing of all covered roof areas. This evaluation results in an analysis of the current condition of the roof through the performance of a **Roof Inspection**. The inspection provides a determination of **Corrective Action Areas** and photographic documentation. These corrective action areas are classified into three categories of increasing urgency. These categories are **Needs Attention**, **Critical**, and **Emergency**.

Needs Attention classification are items that are not currently causing issues with the roof but could result in roof problems and damage to your property in the long term.

Critical classification are items that will cause issues with the roof in the short term or are currently deficient but are not likely to result in damage to your property in the short term.

Emergency classification are items that are currently causing issues that are resulting in damage to your property or will cause significant damage to your property at any time.

The resulting corrective action areas are then priced to provide you with cost expectations to return these areas to proper performance.

Following the Roof Evaluation, the **Roof Inspection Report** is prepared and provided to you. The report provides as follows:

- 1. Master roof drawing**
- 2. Summary sheet of corrective items priced by roof section**
- 3. Roof drawing by section indicating the location of the corrective action areas.**
- 4. Breakdown by roof section of corrective action areas along with what is required to correct and the cost associated with the correction**
- 5. Photographic documentation to support our determination of corrective actions needed**

Following submission and review of Roof Inspection Report, you are encouraged to authorize our correction of the Emergency item deficiencies along with consideration of Critical and Needs Attention items as budget allows. Your failure to implement and plan for correction of noted deficiencies will greatly reduce the value of the program to you as a pro-active measure by exposing your property to roof related damage that could greatly escalate in expense as well as increasing the likelihood of being incurred at an inopportune time.

Program Duration:

The program is designed to provide you with a periodic review and update of the condition of the roof. The frequency will vary from customer to customer with the follow-up Roof Inspections occurring at a minimum of once per year. Semi annual and quarterly inspections may be appropriate for some customers. The program is recommended to be established for a Five(5) year term cancelable by you at any time without cause upon payment of services rendered to the date of cancellation.

Additional Services:

You may desire that each Roof Inspection also incorporate general maintenance. Typical items that you may ask to be included in an inspection are general roof cleanup (debris and trash removal) and cleaning of gutters, downspouts and associated drainage areas.

Basic repair items discovered during the inspection can be authorized by you to be repaired during the inspection on a time and material basis with a not to exceed amount established.