

## **FINAL INSPECTION AND PROJECT WRAP-UP AGENDA**

- Purpose: to assure 100-percent completion of project requirements.
  - Timing: just before the roofing contractor concludes work at the site.
1. Attendance should include those individuals present at the Pre-Application Conference.
  2. Participants should complete a rooftop walkover and review:
    - Perimeter edges.
    - Walls.
    - Curbs and other equipment supports.
    - Drains and scuppers.
    - Rooftop penetrations.
    - Site clean-up.
    - Sheet metal.
  3. Checklist of items yet to be completed (i.e. a punch list).
  4. Summary of project records. Organize for final file. Wrap up any loose ends. A checklist for final documents should include:
    - Warranties, guarantees, manufacturer bonds, or maintenance agreements.
    - Inspection forms, reports, certificate of final completion.
    - Laboratory final reports (if any required).
  5. Recommendations for a routine maintenance program should be provided to the owner.
  6. Discuss responsibility for roof-system protection until project is completed. Responsibility for coordination usually rests with general contractor. The original roofing contractor should complete the repair of damage and any additional roofing work to keep the original guarantee valid.
  7. Final acceptance by the owner/developer.