

## PRE-APPLICATION CONFERENCE

- Purpose: to verify readiness for roofing; review assignments of preliminary conference; scan last-minute details, changes, or corrections; and review anticipated schedule of progress. (If the building is occupied, plan for interior protection of contents and business interruption, and warn occupants of possible odors and noise.)
  - Timing: within 1 week of roofing application. (The roofing job superintendent or foreman should attend this meeting, as should the project roofing inspector.)
1. Copies of approved submittals should be available for review. Are any material changes required due to availability or other problems? Remind all parties that formal approvals are still required.
  2. Review minutes of preliminary conference.
  3. Discuss revised roofing application schedule.
  4. Discuss equipment set-up and on-site material storage.
  5. Deck readiness:
    - Any required roof deck certifications must be in order.
    - Rooftop inspection by those in attendance.
    - Drain hookups complete.
    - Curbs, nailers, roof deck penetrations, perimeter edges, and mechanical equipment should all be set and complete.
  6. Review roof system, including insulation above deck. Discuss the required application of each component.
    - Deck acceptance.
    - Bitumens and modified bitumens – use of EVT, torches, flammable adhesives.
    - Handling solvent-containing mastics and coatings.
    - Mechanical attachment.
    - Vapor retarders.
    - Flashings.
    - Surfacing.
    - Saddles or crickets.
    - Venting.
    - Sheet metal application.
    - Walkways.
  7. Avoidance of phased construction, requirement for tie-offs at day's end.
  8. Under what circumstances is temporary roofing beneficial?
  9. Housekeeping, material handling, and protection of finished work.
  10. Inspection and testing requirements – which, frequency, type, method of testing, reporting, rejection criteria, and remedy.

11. Project changes in plans, specs, or procedures to be followed – discuss and establish who can approve changes and how they will be documented.
12. Warranties, guarantees, manufacturer bonds, or maintenance agreements (terms, types, who issues them, and when). Establish requirements for written certifications.