

PRE-ROOFING CONFERENCES

Project Name:

Project Location:

Conference Date:

Conference Location:

Type of Conference:

- Pre-bid (to review project for specification clarity).
- Preliminary (to open lines of communication).
- Pre-application (to verify readiness and scheduling).
- Final inspection and punch list preparation.

Project Parties:

User/Agency:

Architect:

General Contractor:

Roofing Contractor:

| | Firm | Attendee | Title | Phone | E-mail |
|--|-------------|-----------------|--------------|--------------|---------------|
| User/Agency: | | | | | |
| Architect: | | | | | |
| General Contractor: | | | | | |
| Roofing Contractor: | | | | | |
| Deck Contractor: | | | | | |
| Material Manufacturer: | | | | | |
| Roofing Consultant/Testing Lab: | | | | | |
| Others (i.e. sheet metal, HVAC, etc.): | | | | | |