

**PRELIMINARY CONFERENCE
SUGGESTED AGENDA ITEMS**

- Purpose: to establish a direct line of communication, iron out initial questions regarding the project, and review submittal requirements.
 - Timing: the meeting should be held shortly after the roofing contract is awarded and at least 6 weeks prior to the anticipated start of roofing.
1. A complete set of construction documents (plans and specifications) to be available for review.
 2. All meeting minutes to be furnished to all parties. Establish project recordkeeping procedures.
 3. Review tentative progress schedule for roofing. Set approximate date.
 4. Review roofing system and insulation requirements.
 5. Weather considerations as they may apply to the project roofing installation.
 6. Temporary roofing guidelines for the project. By whom (and under what conditions) will decisions be made on temporary roofing?
 7. Inspection and testing requirements:
Name of inspection Firm _____
Name of inspector _____
Phone and e-mail _____
 - a. On-site inspection > Discuss project requirements
 - b. Laboratory testing > How will results be reported and when?
 8. Roof deck:
 - Type and thickness.
 - Slope.
 - Location and type of drains.
 - Tentative schedule for erection.
 - Nailers, curbs, and sheet metal must be completed prior to roofing application.
 - FM or UL requirements.
 - Responsibility (not roofers).
 9. Review requirements for anticipated material storage areas and equipment set-up locations.
 10. Specific submittals from the roofing contractor:
 - a. Material approval list.
 - b. Shop drawings (if any).
 - c. Product material samples.
 11. Detailed discussion of a specific project (include perimeter wall construction and rooftop mechanical equipment details).
 12. Other:
 13. Review above items briefly and establish a tentative date for the Pre-Application Conference.